

THE CITY OF HOLLYWOOD, FLORIDA
RFP 4502-16-RL

Eligibility for Offering:
After School Care Program and Summer Camp Program

SUNSHINE AFTER SCHOOL CHILD CARE, INC.

7900 Peters Road Building B- Suite 101
Plantation, Florida 33324
Phone: (954) 236-8850
FAX: (954) 236-8881

COPY

CONTACT PERSONS:

Colleen M. Gulla, President/Executive Director
Office: (954) 382-0171
Cell Number: (954) 295-4119
colleen@sunshinefl.com

Gary Chin, CFO/Director
Office: (954) 660-2193
Cell Number: (954) 328-5969
gary@sunshinefl.com

March 7, 2016

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CITY OF HOLLYWOOD RFP 4502-16-RL
AFTER SCHOOL PROGRAM AND SUMMER PROGRAM

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Issue Date: February 12, 2016

City of Hollywood, Florida
Solicitation #RFP-4502-16-RL

ACKNOWLEDGMENT AND SIGNATURE PAGE

This form must be completed and submitted by the date and the time of bid opening.

Sunshine After School Child Care, Inc.

Legal Company Name (include d/b/a if applicable): _____ Federal Tax Identification Number: 65-0978444

If Corporation - Date Incorporated/Organized: June 1992

State Incorporated/Organized: Florida

Company Operating Address: 7900 Peters Rd., B101

City Plantation State Fl. Zip Code 33324

Remittance Address (if different from ordering address): _____

City _____ State _____ Zip Code _____

Company Contact Person: Colleen Gulla Email Address: colleen@sunshinefl.com

Phone Number (include area code): 954-295-4119 Fax Number (include area code): 954-236-8881

Company's Internet Web Address: www.sunshinefl.com

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

Colleen M. Gulla 3/01/16
Bidder/Proposer's Authorized Representative's Signature: _____ Date _____

Type or Print Name: Colleen M. Gulla

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLDHARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FORM THE AWARD PROCESS.

HOLD HARMLESS AND INDEMNITY CLAUSE

Sunshine After School Child Care, Inc. / Colleen Gulla
(Company Name and Authorized Representative's Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.


SIGNATURE

Colleen M. Gulla
PRINTED NAME

Sunshine After School Child Care, Inc.
COMPANY OF NAME

3/01/16
DATE

Failure to sign or changes to this page shall render your bid non-responsive.

NON-COLLUSION AFFIDAVIT

STATE OF: Florida

COUNTY OF: Broward, being first duly sworn, deposes and says that:

- (1) He/she is the Executive Director of Sunshine After School Child Care, Inc., the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED) Colleen Mc Gulla Executive Director / President
Title

Failure to sign or changes to this page shall render your bid non-responsive.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to The City of Hollywood
by Colleen M. Gulla, Executive Director for Sunshine After School Child Care, Inc.
(Print individual's name and title) (Print name of entity submitting sworn statement)
whose business address is 7900 Peters Rd. B101, Plantation, FL 33324
and if applicable its Federal Employer Identification Number (FEIN) is 65-0978444 If the entity has no FEIN,
include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5 I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

X Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

Issue Date: February 12, 2016

City of Hollywood, Florida
Solicitation #RFP-4502-16-RL

Sunshine The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Colleen de Guello
(Signature)

Sworn to and subscribed before me this 29th day of February, 2016

Personally known _____

Or produced identification Colleen Gulla Notary Public-State of Florida

Drivers License my commission expires 10/27/2018
(Type of identification)

(Printed, typed or stamped commissioned name of notary public)



Failure to sign or changes to this page shall render your bid non-responsive.

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Sunshine After School Child Care, Inc.

7900 Peters Rd., B101

Plantation, FL 33324

Application Number and/or Project Name:

RFP 4502-16-KL After School and Summer Camp Programs

Applicant IRS/Vendor Number: 65-0978444

Type/Print Name and Title of Authorized Representative:

Colleen M. Gulla

Signature: Colleen M. Gulla

Date: 3/01/16


Failure to sign or changes to this page shall render your bid non-responsive.

DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


VENDOR'S SIGNATURE

Colleen M. Gulla
PRINTED NAME

Sunshine After School Child Care,, Inc.
NAME OF COMPANY

SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.". The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

	Colleen M. Gulla
SIGNATURE	PRINTED NAME

Sunshine After School Child Care, Inc. Executive Director / President	Executive Director / President
NAME OF COMPANY	TITLE

Failure to sign this page shall render your bid non-responsive.

Part I – Letter of Transmittal

Part I: After School Care and Summer Camp Program

Letter of Transmittal

Sunshine After School Child Care, Inc. submits this letter of transmittal and understanding of the nature and scope of services to be provided in order to be considered by the City of Hollywood, for Eligibility for Offering After School Child Care and Summer Camp Programs through the completion of all sections of **RFP 4502-16-RL**.

Sunshine has been in the child care business since 1992. We have a history of obtaining the highest achievement in meeting and/or exceeding the quality standards and requirements of the Broward County Division of Children and Family Services Licensing Department, The School Board of Broward County, and The Children Services Council of Broward County. We are a fully insured and licensed not-for-profit 501(3)c company.

Sunshine After School Child Care, Inc. strongly believes we have the experience, positive commitment, and capability needed to comply with all terms of this contract based on our current and past performance as the approved City of Hollywood contracted provider since 2008. It is our intent to continue to strive to meet the needs of The City of Hollywood's various communities by offering high quality After School Child Care, Summer Camp Programs and non-school day programs that are designed and developed to best serve the needs of the children and families in the community of Hollywood.

Sunshine is also a contracted after school care, summer camp and non-school day child care provider for The School Board of Broward County, The Miami-Dade County School Board and The Town of Davie, providing approximately 3,000 children with quality after school child care throughout the school year (see attached list of schools and locations). During the summer months, Sunshine successfully operates summer camp programs serving approximately 1800-2000 children each summer throughout Broward and Dade County.

Sunshine After School Child Care, Inc's mission, like the City of Hollywood, is to provide the children in our care with a safe and secure environment that supports their academic, physical, emotional and social development through developmentally, fun, and enriching activities. It is our goal to create successful programs that are developed to meet the needs of each child and their family and provides quality trained staff. Sunshine After School Child Care, Inc. will continue to be active, supportive community business partners with the City of Hollywood.

Sunshine After School Child Care, Inc. makes every effort to include Exceptional School Children (ESE) in all of our programs whenever possible, by making the needed accommodations to meet their specific needs in an inclusive setting.

Sunshine After School Child Care, Inc. does not discriminate on the basis of color, disability, national origin, marital status, race, sex, or sexual orientation.

Part I: AFTER SCHOOL CARE and SUMMER CAMP PROGRAM

(A) Understanding of the Nature and Scope of Services

Sunshine After School Child Care, Inc. has successfully been providing quality After School Child Care and Summer Camp services to the City of Hollywood since 2008. We were rewarded the contract in 2011. Like the City of Hollywood, our mission is to provide a safe and secure nurturing environment for the children in our care through a well developed, enriching program that meets the highest quality child care standards.

Sunshine After School Child Care, Inc. has been in the child care business since 1992. We understands the nature and scope of child care services to be provided and are fully qualified and capable of complying with all terms and conditions of this RFP 4502-16-RL contract of services.

It is clearly understood that all sections of RFP 4502-6-RL must be completed to be considered as a qualified After School Care and Summer Camp proposer to include non-school days, (excluding legal City holidays), as well as winter and spring break camps at both David Park Community Center and Driftwood Community Center.

Sunshine is willing and capable at any time during the term of this contract to expand both the after school care and summer camp programs to other community centers for the City of Hollywood should the need arise for such services.

Sunshine After School Child Care, Inc. understands that the initial term of this contract is from June 13, 2016 or from the execution date of an agreement and continuing until the end of the 2019 school year. It is understood that the contract may be extended up to two (2) additional one (1) year periods, by mutual written agreement the City of Hollywood and Sunshine After School Child Care.

- 1st year: Summer 2016 – School Year 2016-17
- 2nd year: Summer 2017 – School Year 2017-18
- 3rd year: Summer 2018 – School Year 2018-19
- 4th year: Summer 2019 – School Year 2019-20
- 5th year: Summer 2020 – School Year 2020-21

Part I – Letter of Transmittal

B. Authorized Representatives

Authorized Representatives for The City of Hollywood After School Care Program and Summer Camp Program RFP 4502-16-RL:

President/Executive Director Colleen M. Gulla
Sunshine After School Child Care, Inc.
7900 Peters Road Bldg. B Suite 101
Plantation, FL 33324

Director/Chairman/CFO Gary Chin
Sunshine After School Child Care, Inc.
7900 Peters Road Bldg. B Suite 101
Plantation, FL 33324

Operations Director Anthony Motta
Sunshine After School Child Care, Inc.
7900 Peters Road Bldg. B Suite 101
Plantation, FL 33324

Summer Camp Director Marisa Liona
Sunshine After School Child Care, Inc.
7900 Peters Road Bldg. B Suite 101
Plantation, FL 33324

Legal Counsel Tanya L. Bower
110 SE 6th Street, 15th Floor
Fort Lauderdale, FL 33310

Part II – EXPERIENCE & FINANCIAL STABILITY

Part II – Experience & Financial Stability

(A) History, Structure, and

Authoritative Direction of Sunshine After School Child Care, Inc.

Sunshine After School Child Care, Inc. is a highly qualified and experienced not-for-profit child care provider in Broward County. We have been committed to providing year round quality school-age child care programs since 1992. All of our after school care programs and summer camp programs are fully licensed and insured and operate under the policies and directives of the Broward County Division of Children and Family Services Licensing Department, The Broward County School Board, and the Miami-Dade County School Board.

Sunshine After School Child Care, Inc. currently provides nearly 3,000 students with a wide variety of educational and recreational activities in our after school child care programs. Our after school child care services are currently provided in 24 Broward County public elementary and middle schools, two catholic schools (St. David and Saint Ambrose Catholic Schools), and the Pine Island Multi-Purpose Center for the Town of Davie (since 2006) and at *Driftwood Community Center for the City of Hollywood (since 2008)*. In addition, we provide after school care services to five (5) Miami-Dade County Elementary Schools.

Sunshine After School Child Care, Inc. is one of the highest rated After School Child Care Programs in Broward and Dade County. Our programs are continually recognized for meeting and/or exceeding the quality standards set forth by The Children and Family Services Licensing Department, the Broward County School Board Needs Assessments, and the Broward County Children Services Council monitoring reports.

Sunshine After School Child Care, Inc. offers safe and secure, academically rich, recreational programs. Our programs promote academic and social development through fun, stimulating, enriching activities for the children in our care. These activities are professionally developed by certified educators and are designed to be developmentally appropriate in order to meet the needs of the children in our multi-cultural and economically diverse communities.

Sunshine After School Child Care, Inc. provides child care programs that are an enriching extension of the students' regular school day. To ensure the highest quality, safety and supervision in our programs, Sunshine takes great pride in our professional employment and training program. Our organization's Human Resource Department is skilled and trained in the hiring process and emphasizes to all new applicants that they must meet and/or exceed all of the necessary requirements to be gainfully employed with Sunshine. Our staff is highly immersed in the vision and mission of each school and City site through continuous communication and involvement with the school and/or site administration, staff, and parent groups.

Sunshine After School Child Care, Inc. is a not-for-profit 501-3c corporation. We have received millions of dollars in grant funding for the past twelve (12) years through The

Broward County Children Service Council (CSC) for eight (8) of our Broward County School's sites. Our grant funded programs offer our financially disadvantaged families with much needed assistance so that their child is not home alone and may benefit by attending after school care and non-school day camp programs including summer camp. In addition, we have established the Sunshine Family Foundation which also provides thousands of dollars of scholarship funding for our students and families each year.

Sunshine After School Child Care, Inc. community partnership and commitment to our cities and schools provides numerous scholarships to needy families, food and toys for the holidays, and any other help or support they may need to help meet the students' emotional, academic, physical and social development. Sunshine has been nominated every year for the past fifteen years for Broward's Community Partnership of the Year Award. We have received numerous recognition and accolades from the school district for our involvement not only on the school level, but also on the district and community level.

Sunshine After School Child Care, Inc. has successfully operated our non-school day camps and Summer Camp Program throughout Broward County since 1992 at various locations including the City of Hollywood, the Town of Davie, and The Broward County School Board. Sunshine's Summer Camp is designed around a central theme each year with weekly indoor and outdoor activities, swimming, field trips, talent shows, cultural arts, arts & crafts, dance and music. **Please see attached 2015-16 Non-School Day Camp flyer and 2015 Sunshine Summer Camp Guide.*

Sunshine's Summer Camp program hours are 7:00 am to 6:00 pm starting the first week after school is dismissed to the Friday before the new school year begins. Our goal is to provide a fun and enriching summer program experience that is both affordable for parents and enjoyable for the children in our care.

Sunshine's Summer Camp staff meets and/or exceeds all of the hiring requirements to be employed during the regular school year for after school care. Our summer staff is chosen from our best after school care staff during the school year.

Non-School Day Flyer

Broward County Camp Information 2015-2016



Join Us

HOLIDAYS

Dates:
September 14th (Rosh Hashanah)
September 23rd (Yom Kippur)

Times: 7:00 a.m. - 6:00 p.m.

Lunch: Is not provided

Grades: Kind. - 8th grade

Locations:

1. Driftwood Comm.Center (3000 N. 69th Ave., Hollywood)
2. Pine Island Comm. Center (3801 S. Pine Island Rd., Davie)
3. Ivanhoe Comm. Center (6101 SW 148th Avenue, Davie)
(Ivanhoe is a South West location.
It is off of Sheridan and Volunteer Rd.,
just East of I-75)

Cost: \$30.00 / 1st child
\$27.00 / sibling
* CSC rates apply

TEACHERS

Dates: October 23rd
January 8th
May 27th



Times: 7:00 a.m. - 6:00 p.m.

Lunch: Is not provided

Grades: Kind. - 8th grade

Locations:

- | | |
|-------------------|------------------|
| Dolphin Bay Elem. | Pine Island CC |
| Driftwood CC | Royal Palm Elem. |
| Fairway Elem. | |

Cost: \$30.00 1st child / per day
\$27.00 sibling / per day
* CSC rates apply



WINTER

Dates:
Week # 1
December 21st, 22nd, 23rd
Week #2
December 28th, 29th, 30th



Times: 7:00 a.m. - 6:00 p.m.

Lunch: Is not provided

Grades: Kind. - 8th grade

Locations:

1. David Park Comm. Center (108 N. 33rd Court, Hollywood)
2. Pine Island Comm. Center (3801 S. Pine Island Rd., Davie)
3. Ivanhoe Comm. Center (6101 SW 148th Avenue, Davie)
(Ivanhoe is a South West location.
It is off of Sheridan and Volunteer Rd.,
just East of I-75)

Cost: \$30.00 / 1st child
\$27.00 / sibling

Full Camp Cost: \$160.00 / 1st child
(6 days) \$144.00 / sibling



SPRING

Dates: March 18th - 25th

Times: 7:00 a.m. - 6:00 p.m.

Lunch: Is not provided

Grades: Kind. - 8th grade

Locations:

1. Driftwood Comm.Center (3000 N. 69th Ave., Hollywood)
2. Pine Island Comm. Center (3801 S. Pine Island Rd., Davie)
3. Ivanhoe Comm. Center (6101 SW 148th Avenue, Davie)
(Ivanhoe is a South West location.
It is off of Sheridan and Volunteer Rd.,
just East of I-75)
4. Broward Central Regional Park (3700 NW 11th Place, Sunrise)

Cost: \$30.00 / 1st child
\$27.00 / sibling

Full Camp Cost: \$160.00 / 1st child
(6 days) \$144.00 / sibling



* CSC rates apply -19-



* Must have a minimum of 25 children to open a location * Field Trips are subject to change

Sunshine 2015 Summer Camp Guide

Sunshine produces a new Summer Camp Guide each year. It provides parents with information about each of our camp locations, hours of operation, cost, and summer theme.

Parents can also access our website to get information about all of our programs at: www.sunshinefl.com

Distribution does not imply endorsement or
recommendation by Broward County Public Schools

Sunshine Summer Camp Guide

2015



Sunshine is
KICKIN' IT OLD SCHOOL!

Join us as we travel through the decades

The perfect programs to fit your Summer Camp needs!
Convenient Locations and Affordable Prices!



7900 Peters Rd. B-101, Plantation, Fl. 33324 * 954-236-8850 * www.sunshinefl.com



Recreational Camps

Operated by Sunshine Child Programs

Locations:

Dolphin Bay
Elementary
16450 Miramar Pkwy
Miramar, Fl. 33027

Days of the Week:
Monday - Friday

Camp Times:
7:00 a.m. - 6:00 p.m.

Camp Dates:
Monday, June 8th
through
Friday, August 14th
(10 weeks)

*Aug. 17th - 21st
TBD

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- Registration Fee
\$12/child or \$18/family
 - \$130.00 / 1st child
 - \$123.00 / sibling
- PAY ONLY FOR THE
WEEKS YOU ATTEND

Program Features:

- 2 field trips / week
(Monday's and Wednesday's)
- Swimming
(Friday's)
- your child gets
2 camp T-Shirts
- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Lunch and Snacks are NOT
provided
- Field Trips are subject to change



Recreational Camps

Operated by Sunshine Child Programs

Locations:
Coconut Palm
Elementary

13601 Monarch
Lakes Blvd
Miramar, Fl. 33027

Days of the Week:
Monday - Friday

Camp Times:
7:00 a.m. - 6:00 p.m.

Camp Dates:
Monday, June 8th
through
Friday, August 14th
(10 weeks)

*Aug. 17th - 21st
TBD

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- Registration Fee
\$12/child or \$18/family
 - \$115.00 / 1st child
 - \$110.00 / sibling
- PAY ONLY FOR THE
WEEKS YOU ATTEND

Program Features:

- 1 field trip / week
(Wednesday's)
- Swimming
(Friday's)
- your child gets
1 camp T-Shirt

- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Breakfast and Lunch is provided
- Field Trips are subject to change



City of Hollywood Camps HOLLYWOOD

Operated by Sunshine Child Programs Like Nowhere Else!

Locations:

1. Driftwood Community Center

3000 N. 69th Ave.
Hollywood, Fl. 33024

2. David Park

108 N. 33rd Court
Hollywood, Fl. 33021

Days of the Week: Monday - Friday

Camp Times:

7:30 a.m. - 6:00 p.m.

Camp Dates:
Monday, June 8th
through
Friday, August 21st
(11 weeks)

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- \$25 reg fee / family
 - \$125.00 / 1st child
 - \$113.00 / sibling
- PAY ONLY FOR THE
WEEKS YOU ATTEND

Program Features:

- 2 field trips / week
Tuesdays & Thursdays
- Swimming
Driftwood - Mondays
David Park - Wednesdays
- your child gets
2 camp T-Shirts
- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Lunch is provided at both
locations
- Field Trips are subject to change



Academic Camps

Operated by Sunshine Child Programs

Locations:

Boulevard Heights
Elementary
7201 Johnson St.
Hollywood, Fl. 33024

Days of the Week:
Monday - Friday

Camp Times:
7:30 a.m. - 6:00 p.m.

Camp Dates:
Monday, June 8th
through
Friday, August 14th
(10 weeks)

*Aug. 17th - 21st
TBD

Grades Accepted:
Entering Kindergarten
through
exiting 5th grade
* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- Registration Fee
\$12/child or \$18/family
 - \$125.00 / 1st child
 - \$113.00 / sibling
- PAY ONLY FOR THE
WEEKS YOU ATTEND

Program Features:

- 1 field trip / week
(Thursday's)
- Swimming
(Tuesday's)
- your child gets
1 camp T-Shirt

- Science Fun
2 days / week
- Technology
2 days / week

- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Breakfast and Lunch is provided
- Field Trips are subject to change

License #: 46136

7900 Peters Rd. B-101, Plantation, Fl. 33324 * 954-236-8850 * www.sunshinefl.com



Town of Davie Camps

Operated by Sunshine Child Programs



Locations:

1. Eastside

Community Hall
4300 SW 55 Avenue
Davie, Fl. 33314

2. Ivanhoe

Community Center
6101 SW 148th Avenue
Davie, Fl. 33330
Summer
Daze Camp

Days of the Week:

Monday - Friday

Camp Times:

8:30 a.m. - 5:00 p.m.

Camp Dates:

Monday, June 8th
through
Friday, August 21st
(11 weeks)

Grades Accepted:

Entering Kindergarten
through
exiting 8th grade

* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- No Registration
Fee

- \$56.00 / 1st child

- \$54.00 / sibling
PAY ONLY FOR THE
WEEKS YOU ATTEND

* VERY LIMITED
ENROLLMENT

Program Features:

- 1 field trip / week
(Wednesdays)

- Swimming
(Fridays)

- your child gets
1 camp T-Shirt

- Arts and Crafts

- Indoor / Outdoor
Games

- Themed Weeks /
Activities

- Friends and Fun

- Lunch and Snacks are NOT
provided at Ivanhoe.

Lunch is provided at Eastside Only

- Field Trips are subject to change



Town of Davie Camps

Operated by Sunshine Child Programs



Locations:

Pine Island
Multipurpose Center
3801 S. Pine Island Rd.
Davie, Fl. 33328

Adventure Camp

Days of the Week:
Monday - Friday

Camp Times:
7:30 a.m. - 6:00 p.m.

Camp Dates:
Monday, June 8th
through
Friday, August 21st
(11 weeks)

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 1st, 2015

Weekly Camp Cost:

- No Registration Fee
 - \$127.00 / 1st child
 - \$122.00 / sibling
- PAY ONLY FOR THE
WEEKS YOU ATTEND

Program Features:

- 2 field trips / week
(Tuesdays & Thursdays)
- Swimming
(Wednesdays & Fridays)
- your child gets
2 camp T-Shirts

- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Lunch and Snacks are NOT
provided
- Field Trips are subject to change



Miami Dade County Camps

Operated by Sunshine Child Programs

MIAMI-DADE
COUNTY

Locations:

1. Scott Lake Elementary

1160 NW 175th Street
Miami, Fl. 33169

2. Flagami Elementary

920 SW 76th Ave.
Miami, Fl. 33144

Weekly Camp Cost:

- Registration Fee \$25/family
 - \$100.00 / 1st child
 - \$95.00 / sibling
- PAY ONLY FOR THE WEEKS YOU ATTEND

Days of the Week:

Monday - Friday

Camp Times:

7:00 a.m. - 6:00 p.m.

Camp Dates:

Monday, June 8th
through
Friday, August 14th
(10 weeks)

*Aug. 17th - 21st
TBD

Program Features:

- 1 field trip / week (Monday's)
- Swimming (Friday's)
- your child gets 1 camp T-Shirt

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 1st, 2015

- Arts and Crafts
- Indoor / Outdoor Games
- Themed Weeks / Activities
- Friends and Fun

- Lunch and Snacks are NOT provided
- Field Trips are subject to change



C.S.C Grant Funded Camps

Operated by Sunshine Child Programs



Locations:

1. Colbert Elem.
2701 Plunkett Street
Hollywood, Fl. 33020
2. Fairway Elem.
7850 Fairway Blvd.
Miramar, Fl. 33023

3. Park Lakes Elem.
3925 State Rd. 7
Lauderdale Lake, Fl. 33319

4. Endeavour Primary
Learning Center
2701 NW 56th Ave.
Lauderhill, Fl. 33313

Camp Dates:

To be
determined by
Children's Services
Council

*Colbert ends July 17th

Days of the Week: &

Camp Times:
See site specifications
on parent
handbook

Grades Accepted:
Entering Kindergarten
through
exiting 5th grade

* Must be 5 years old
by June 1st, 2015

-29-

Weekly Camp Cost:

Registration Fee
- \$12/child or
\$18/family

Weekly Fees are
based on CSC
qualifying criteria
* VERY LIMITED

Program Features:

- Field Trips / Swim
- Cultural Arts
- Reading - Math
- Science - Social Skills
- your child gets
1 camp T-Shirt

- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Breakfast and Lunch provided
- Field Trips are subject to change
- First come, first serve basis



Sunshine Summer Camps Counselor in Training Program (C.I.T.)

Location:

To be determined
if approved for program

Ages Eligible:

14 - 17

* Must be in High
School

Camp Times:

7:00 a.m. - 6:00 p.m.
(varies by site)

Days of the Week:
Monday - Friday

Camp Dates:

Monday, June 8th
through
Friday, August 21st
(11 weeks)

C.I.T Program

Cost

\$250.00 / Summer

* VERY LIMITED
ACCEPTANCE

* ALL APPLICANTS
WILL BE
INTERVIEWED

The C.I.T Program is for "young adults" that are 14 yrs - 17 yrs of age by June 1st of 2015. The C.I.T should complete and turn in an application and be interviewed by the Human Resources Dept. and /or Camp Director. C.I.T's must be approved by the Sunshine Corporate Office. C.I.T's are placed to assist the counselors and interact with the campers. Each C.I.T will be assigned to a counselor. The counselor and C.I.T will work together as a TEAM within the summer camp program.

- C.I.T's will receive two C.I.T shirts
- At the end of the summer term each C.I.T will receive a letter with their total number of Community Service Hours worked. The Camp Director will be able to sign any school paperwork that is needed. Personal information must be filled out first.
- All C.I.T's will be required to be approved by our Sunshine Corporate Office
- C.I.T's must wear the uniform t-shirt with appropriate attire
- C.I.T.'s are Junior Counselors and therefore should stay with assigned group at all times which includes field trips, on site activities and off site events.
- C.I.T's must bring their own lunch and eat with their group. C.I.T's are NOT permitted to leave their camp site for lunch.
- C.I.T's will not supervise a group alone. However, the C.I.T may escort children to the restroom, front desk, for drinks, etc...
- C.I.T's may not yell, argue with, grab or hit anyone. Any problems a C.I.T cannot handle should be directed to the supervisor of the group. C.I.T's are expected to treat campers with the same respect as the counselor.
- C.I.T's may not group together with other C.I.T's throughout the day. C.I.T's must ALWAYS stay with their assigned group.
- C.I.T's are to help organize games, activities and projects. They also help ensure all games and equipment are returned to their proper location when an activity is complete. C.I.T's will help getting children in line, taking attendance. They can participate in activities, games and all field trips. They will also help set up art projects, retrieve materials and help children with all activities.
- If a C.I.T is to be absent, they are to let their Site Supervisor know at least 2 hours before their shift begins.
- C.I.T's are expected to follow all camper rules and regulations.
- HAVE FUN this summer!!!! Be a role model and be positive!

-30-

Part II – Experience & Financial Stability

B. LICENSING

Sunshine After School Child Care, Inc. agrees to continue to comply at the highest level with all provisions and revisions of the Broward County Human Services Department, Child Care Licensing and Enforcement Section which mandates the minimum standards/requirements of child care facilities. Our HR department insures all of our staff qualifications are up to date and meet all licensing requirements including fingerprinting, physicals, child development coursework, CPR/First Aid, and professional training.

Note: Programs that only operate on non-school days and summer camp are not required to have a license through the Broward County Child Care Licensing Department; therefore we do not have a license for David Park.

Sunshine After School Child Care, Inc. has a distinct history of meeting and/or exceeding Broward and Dade County's Child Care Licensing requirements at ALL of our after school care program sites. If for any reason a minor compliance issue is cited, it is corrected immediately.

**Sunshine's current City of Hollywood after school care Site License and copies of this year's Inspection Reports for Driftwood Community Center are attached for your review.*



Broward County
HUMAN SERVICES DEPARTMENT
Community Partnerships Division
Child Care Licensing and Enforcement Section
2995 North Dixie Highway • Fort Lauderdale, FL 33334
954-357-4800



LICENSE NO. 46453

Child Care/Pre-School License

Name of Facility:
Address of Facility:

SUNSHINE AFTER CARE AT DRIFTWOOD COMMUNITY CENTER
3000 NORTH 69TH AVENUE
HOLLYWOOD, FL 33024

Name of Owner:
Telephone:

SUNSHINE AFTER SCHOOL CHILD CARE, INC.,
754-581-3497

X Education / Training

X Health / Safety / Sanitation / Nutrition

This license is valid on 7/1/2015 and expires on 6/30/2016

Full Day: NO
Half Day: NO
Before School Care: NO
After School Care: YES

Drop-In Care: NO
Night Care: NO
Weekend Care: NO
Summer Care: NO

Infant Care: NO
Transportation: YES
Food Served: YES
Pool: YES

License Fee: \$149.48

Capacity: 135

Ages: 4 YRS. & UP

Carol Cooper

DIRECTOR
COMMUNITY PARTNERSHIPS DIVISION

Debbie C. Hoag

SECTION MANAGER
CHILD CARE LICENSING AND ENFORCEMENT SECTION



Child Care Facility Information

Name: Sunshine After Care at Driftwood Community Centers ID Number: 46453 License
Expiration: 6/30/2016
Address: 3000 North 69th ave City: Hollywood State: FL Zip Code: 33024
Phone Number: (954) 967-4241 Capacity: 135
Owner/Director/Staff Responsible: Debra Carter

Inspection Information

Type: Routine 1 Date: 9/29/2015 Arrival/Departure Time: 02:30 PM to 04:59 PM
Staff Present: 4 Children Present: 57 Inspection Result: Pass

INSPECTION CHECKLIST

STAFF REQUIREMENTS

01. One-Time Background Screening Group: 7-4 and 65C-22.006 Compliance

02. 5-Year Background Screening Group 7-4, 5 Compliance

03. Education Requirements Group: 7-3 and 7-4.01, 65C-22.003 Compliance

04. Personnel Training Group: 7-4.02 and 65C-22.003 Compliance

Compliance Comments

All in-service training was completed for 2014/2015.

05. Minimum Age Requirements Group: 7-4.04 Compliance

06. Health Requirements Group: 7-4.05 Compliance

07. Substitute List Group: 7-8 Compliance

08. Personnel Records Group: 7-8.03 Compliance

RATIOS/DISCIPLINE

09. Ratios of Personnel to Children Group: 7-4.06 and 65C-22.001 Compliance

Compliance Comments

Ratio's observed :

1 staff /19 Children- mixed ages 1st-5th

1 staff/ 13 Children -mixed ages K-5th

Middle school children 2 staff /25 children (not observed) off premise.

10. Ratios of Personnel to Children with Disabilities Group: 7-4.06 Not Applicable

- | | |
|--|------------|
| 11. Child Discipline Written Policy Group: 7-4.07 | Compliance |
| 12. Child Discipline Appropriate Practices Group: 7-4.07 | Compliance |
| 13. Parent Signature (Discipline) Group: 7-4.07 | Compliance |

FACILITY/STORAGE

- | | |
|---|------------|
| 14. Condition of Facility Group: 7-5.01 | Compliance |
| 15. Toxins/Hazardous Materials Group: 7-5.01 | Compliance |
| 16. Facility Storage Group: 7-5.01 | Compliance |
| 17. Inside Temperature/Ventilation Group: 7-5.01 | Compliance |
| 18. Drinking Fountains/Water Coolers Group: 7-5.01 | Compliance |
| 19. Phone/Emergency Numbers Posted Group: 7-5.01 and 7-5.08 | Compliance |
| 20. Shoes Worn By Personnel/Children Group: 7-5.01 | Compliance |
| 21. Minimum Number of Staff Members Group: 7-5.01 | Compliance |

INDOOR/OUTDOOR SPACE

- | | |
|---|----------------|
| 22. Useable Indoor Play Space Group: 7-5.02 | Compliance |
| 23. Equipment and Furnishings Group: 7-5.02 | Compliance |
| 24. Activity Plan Group: 7-5.02 | Compliance |
| 25. Napping Space Group: 7-5.04 | Not Applicable |

26. Crib Requirements/Bedding Group: 7-5.04 Not Applicable

27. Outdoor Play Space Group: 7-5.03 Noncompliance

Non-Compliance Description

27-08 Sec. 7-5.03(e) There shall be a minimum of six (6) inches of resilient, impact resistant material under all permanently installed equipment. Impact resistant surface shall not be on top of a non-yielding surface for facilities licensed after 2004. Concrete, asphalt, gravel and other similar non-yielding substances are prohibited beneath any piece of permanently installed play equipment. The playground lacked the required minimum of six (6) inches of resilient, impact resistant material under the equipment. Provide an adequate protective surface.

Comments

Fill in holes missing pieces of rubber turf observed on playground.

Due Date 10/29/2015

Level Class 2

28. Outdoor Equipment Group: 7-5.03 Compliance

29. Swimming Pool Group: 7-5.03 Not Applicable

TOILET/BATH FACILITY

30. Toilet/Bath Facilities Group: 7-5.05 Compliance

31. Potty Chairs and Seats Group: 7-5.05 Not Applicable

32. Diaper Changing Procedures Group: 7-5.05 Not Applicable

33. Handwashing Facilities and Use Group: 7-5.05 Compliance

HEALTH PROGRAM

34. Written Instructions Group: 7-6.01 Compliance

35. Parent Notification Group: 7-6.01 Compliance

36. First Aid Supplies Group: 7-6.01 Compliance

37. Communicable Disease Policy/Procedures Group: 7-6.02 Compliance

38. Care of Sick Child Group: 7-5.07 and 7-6.02 Compliance



39. First Aid/CPR Certification Group: 7-6

Compliance

NUTRITION

40. Alternate Nutrition Plan Group: 7-7.02 and 7-7.05

Compliance

41. Menus/Catering Group: 7-7.06, 7-7.09 and 7-7.10

Compliance

42. Food Protection and Service Group: 7-7.07, 7-7.09 and 7-7.11

Compliance

43. Feeding Procedure/Seating Group: 7-7.07 7-7.08 and 7-7.11

Compliance

44. Nutritional Meals and Snacks Group: 7-7

Compliance

CHILDREN'S RECORDS

45. Enrollment Information Group: 7-8.01

Compliance

46. Health Examinations/Health Maintenance Group: 7-8.02

Compliance

47. Signed Statements Group: 7-8.04

Compliance

48. Medication Records Group: 7-8.05

Compliance

49. Accident/Incident Reports Group: 7-8.06

Compliance

50. Field Trip Notification/Permission Group: 7-8.09

Compliance

51. Written Release Procedures Group: 7-8.10

Compliance

TRANSPORTATION

52. Annual Vehicle Inspection/Insurance Group: 7-9

Compliance



Name: Sunshine After Care at Ummwood Community Centers License #: 46453 License Expiration: 6/30/2016
Address: 3000 North 69th ave City: Hollywood State: FL Zip Code: 33024
Type: Routine 1 Date: 9/29/2015

53. Driver's Qualifications/Requirements Group 7-9 and 65C-22.001 Compliance

Compliance Comments

Technical assistance was provided on the New Restraint requirement. That children under six must be provided a booster seat, and the seats shall never be used with a lap belt only.

54. Vehicle Capacity Group: 7-9 Compliance

55. First Aid Kit/Fire Extinguisher Group: 7-9 Compliance

56. Child Restraint Devices Group: 7-9 Compliance

57. Child Safety Alarms Group: 7-9 Compliance

LICENSE/CERTIFICATES

58. License/Inspection Reports Group: 7-11 Compliance

59. Nighttime Child Care Group: 7-5.06 Not Applicable

60. Fire and Emergency Safety Group: 7-5.08 and 65C-22.002 Compliance

61. Records of Fire Drills Group: 7-5.08, 7-8.07 and 65C-22.002 Compliance

Compliance Comments

Fire drills conducted:

8/16/15

9/8/15

62. Insurance Group: 7-10 Compliance

63. Daily Attendance Group: 65C-22.001 Compliance



Received by: Debra Carter

Date: Tuesday, September 29, 2015



Inspected by: Sheri Newman

Date: Tuesday, September 29, 2015

53. Driver's Qualifications/Requirements Group 7-9 and 65C-22.001

Compliance

Compliance Comments

Technical assistance was provided on the New Restraint requirement. That children under six must be provided a booster seat, and the seats shall never be used with a lap belt only.

54. Vehicle Capacity Group: 7-9

Compliance

55. First Aid Kit/Fire Extinguisher Group: 7-9

Compliance

56. Child Restraint Devices Group: 7-9

Compliance

57. Child Safety Alarms Group: 7-9

Compliance

LICENSE/CERTIFICATES

58. License/Inspection Reports Group: 7-11

Compliance

59. Nighttime Child Care Group: 7-5.06

Not Applicable

60. Fire and Emergency Safety Group: 7-5.08 and 65C-22.002

Compliance

61. Records of Fire Drills Group: 7-5.08, 7-8.07 and 65C-22.002

Compliance

Compliance Comments

Fire drills conducted:
8/16/15
9/8/15

62. Insurance Group: 7-10

Compliance

63. Daily Attendance Group: 65C-22.001

Compliance



Received by: Debra Carter

Date: Tuesday, September 29, 2015



Inspected by: Sheri Newman

Date: Tuesday, September 29, 2015

Part II – Experience and Financial Stability

C. TWO MOST RECENTLY COMPLETED FINANCIAL
AUDIT STATEMENTS FOR 2013 AND 2014

Sunshine After School Child Care, Inc. is submitting a copies of our 2013 and 2014 most recently completed audits with financial comments by our independent certified accountant. At this time our 2015 financial audit has not been completed.

**SUNSHINE AFTER SCHOOL
CHILD CARE, INC.**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED
DECEMBER 31, 2013**

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2013**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Sunshine After School Child Care, Inc.

We have audited the accompanying financial statements of Sunshine After School Child Care, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sunshine After School Child Care, Inc. as of December 31, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

954.838.7000
Broward

305.553.1310
Miami-Dade

954.838.7888 Fax

7890 Peters Road, Suite G-102
Plantation, FL 33324

www.bellows CPA.com

Emphasis-of-Matter Regarding Going Concern

The accompanying financial statements have been prepared assuming that the Organization will continue as a going concern. As discussed in Note 8 to the financial statements, the Organization's current liabilities exceeded its current assets and uncertain conditions that the Organization faces regarding its loan agreements and guarantees raise substantial doubt about its ability to continue as a going concern. Management's plans regarding those matters also are described in Note 8. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 12 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Bellows Associates, P.A.

Bellows Associates, P.A.
Plantation, Florida
May 28, 2014

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2013

ASSETS

ASSETS

Cash and cash equivalents	\$ 371,715
Grants receivable	80,105
Prepaid expenses	46,839
Property and equipment (net of accumulated depreciation of \$64,860)	12,522
Security deposits	<u>24,053</u>

TOTAL ASSETS

\$ 535,234

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts payable	\$ 71,527
Accrued expenses	175,544
Deferred revenue	216,364
Installment loan	437,989
Contingent liabilities	<u>393,629</u>

TOTAL LIABILITIES

1,295,053

NET ASSETS

Unrestricted net assets	(759,819)
Temporarily restricted net assets	-
Permanently restricted net assets	<u>-</u>

TOTAL NET ASSETS

(759,819)

TOTAL LIABILITIES AND NET ASSETS

\$ 535,234

See accompanying notes to the financial statements

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

REVENUE AND OTHER SUPPORT	
School fees	\$ 3,388,782
Grants	1,343,832
Interest income	<u>191,627</u>
TOTAL REVENUE AND OTHER SUPPORT	<u>4,924,241</u>
EXPENSES	
Program services	4,454,978
Support services:	
Management and general	<u>1,405,930</u>
TOTAL EXPENSES	<u>5,860,908</u>
CHANGE IN UNRESTRICTED NET ASSETS	<u>(936,667)</u>
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	<u>176,848</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u><u>\$ (759,819)</u></u>

See accompanying notes to the financial statements

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2013

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ (936,667)
Adjustments to reconcile change in net assets to net cash (used in) operating activities:	
Depreciation	3,382
(Increase) decrease in:	
Grants receivable	(15,876)
Net related affiliated receivables/payables	9,244
Prepaid expenses	(10,032)
Increase (decrease) in:	
Accounts payable	15,192
Accrued expenses	48,495
Deferred revenue	131,058
	<u>(755,204)</u>
Net cash (used in) operating activities	<u>(755,204)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of property and equipment	<u>(6,555)</u>
Net cash (used in) investing activities	<u>(6,555)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Write off of note receivable	<u>993,450</u>
Net cash provided by financing activities	<u>993,450</u>

NET INCREASE IN CASH 231,691

CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR 140,024

CASH AND CASH EQUIVALENTS - END OF YEAR \$ 371,715

See accompanying notes to the financial statements

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

NOTE 1 – Organization and Summary of Significant Accounting Policies

Sunshine After School Child Care, Inc. (Sunshine) is a nonprofit public charity incorporated November 24, 1999, in the State of Florida, for the express purpose of providing child care services in schools. The after school programs are located throughout Broward and Miami-Dade Counties.

The following significant accounting policies have been followed in the preparation of the financial statements:

Basis of Presentation

The financial statements were prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Sunshine reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. An asset or liability's classification depends on the restrictions placed on it by the donor. As of December 31, 2013, all net asset balances are classified as unrestricted.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents represent cash in financial institutions and money market funds with original maturities of three months or less when purchased. The carrying amounts approximate fair value because of the short maturity of those instruments.

Property and Equipment

Property and equipment are recorded at cost. Depreciation is charged to operations over the estimated useful lives of the related assets and is computed using the straight-line method. Repairs and maintenance that do not improve or extend the useful lives of the respective assets are expensed when incurred.

The estimated useful lives of furniture and equipment are 5 years. Depreciation expense for the year ended December 31, 2013 was \$3,382.

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

NOTE 1 – Organization and Summary of Significant Accounting Policies (continued)

Fee for Service

Sunshine records fees for services when the services are performed. Sunshine receives grants for administering services to individual children who meet certain age and income criteria in the State of Florida. The monies collected from individuals are recorded net of non-sufficient funds checks.

Allocation of Expenses

The costs of providing the after school programs and management and general expenses have been allocated based on average time spent in each area by employees. Expenses not directly connected to a program were charged to management and general expenses.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

Income Taxes

Sunshine has received a tax determination letter from the Internal Revenue Service noting that it is exempt from Federal Income Tax under Section 501(a) of the Internal Revenue Code (the "Code") as an organization described in Section 501(c)(3). In addition, Sunshine believes that it can reasonably be expected to qualify as a publicly supported organization as described in Section 509(a) of the Code. Accordingly, the accompanying financial statements do not include any provision for income taxes. Sunshine's Form 990s, Return of Organization Exempt from Income Tax, for the years ending 2010, 2011, and 2012 are subject to examination by the IRS, generally for three years after they were filed.

Sunshine's Form 990s, for the years ending 2009, 2010, 2011 and 2012, were subjected to examination by the IRS and subsequently received a disposition letter on February 10, 2014 that confirmed Sunshine's good standing in regards to its tax exempt status from Federal income tax. The examination disclosed several deficiencies and recommendations which were promptly corrected and appropriately implemented by management. Sunshine remitted payments to the IRS totaling \$44,586 in connection with penalties imposed for the above examined tax years.

Date of Management's Review

Management has evaluated subsequent events through May 28, 2014, which is the date the financial statements were available to be issued.

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

NOTE 2 – Related Party Transactions

The Organization contracted with Elite Management & Holding, LLC (Elite) (an entity controlled by the owners of Sunshine) through June 30, 2013. All management activity ceased thereafter, and all controlling owners of Elite resigned from the board of directors of Sunshine. Elite charged an allocated portion of management salaries and its related expenses to Sunshine through June 30, 2013. For the year ended December 31, 2013, contract management services and related expenses incurred from Elite totaled \$259,528.

Sunshine rents bus services from Titan Investments, LLC (Titan) (a subsidiary of Elite). Titan owns a bus and rents its services to Sunshine at the average market rate for the express purpose of transporting children to various activities or after school care locations. For the year ended December 31, 2013, bus transportation service expense incurred from Titan Investments, LLC totaled \$25,040.

Sunshine purchases supplies from Gold Star Supplies, LLC (a subsidiary of Elite). For the year ended December 31, 2013, supplies expense incurred from Gold Star Supplies, LLC totaled \$13,388.

As of December 31, 2013, Sunshine determined that all related party receivables were deemed uncollectible, and wrote them off to bad debt in the amount of \$1,063,752. Sunshine was forgiven a related party payable in the amount of \$23,293. As of December 31, 2013, Sunshine does not have any receivables, notes receivable, or payables due to/from related parties.

NOTE 3 – Deferred Revenue

Deferred revenue represents prepayment of individual school program service fees recognized over the periods to which the fees relate. As of December 31, 2013, deferred revenue totaled \$216,364.

NOTE 4 – Notes Payable

On November 1, 2010, Sunshine ceased all payments towards principal, interest and late fees on its two installment loans. The entity continually attempts to restructure the terms of its agreements in an effort to establish a less aggressive and more affordable payment term structure with the lender. On November 9, 2012, the credit facility's legal counsel sent a default and demand letter on both loans requiring payment of delinquent amounts by January 31, 2013. The bank has not acted on the demand letter, and both parties continue to maintain open and amicable lines of communication in an attempt to work out a mutually agreeable repayment schedule. For the year ended December 31, 2013, no progress was made towards settling or restructuring the terms of the notes with the financial institution. The total of both installments is subject to accelerated maturity; and, as a result, \$437,989 has been classified as a current liability. As of December 31, 2013, Sunshine owes a total of \$124,225 for late fees and back interest incurred on both loans and has been recorded in accrued expenses on the statement of financial position.

As of May 28, 2014, the loans remain in default and the terms of each loan have not been restructured nor have payments related to the loans been made.

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

NOTE 5 – Operating Leases

Sunshine leases space from a warehouse under a non-cancelable operating lease expiring July 31, 2014. Sunshine also leases office space under a non-cancelable operating lease that expires January 31, 2014. Total warehouse rental expense and office rent expense on the operating leases, for the year ended December 31, 2013, amounted to \$26,400 and \$144,000, respectively.

Sunshine also leases office equipment under a non-cancelable operating lease expiring March 25, 2014. Total equipment lease expense on the operating lease for the year ended December 31, 2013 amounted to \$21,015.

NOTE 6 – Commitments and Contingencies

On January 8, 2007, Sunshine became a guarantor under a credit facility provided to Sunshine Supplemental Educational Services LLC (Sunshine SES), a subsidiary of Elite at the time of the transaction. Sunshine, its President, Elite, and certain subsidiaries owned by Elite have unconditionally guaranteed the \$400,000 credit line.

On December 7, 2007, Sunshine became a guarantor under a credit facility provided to Sunshine SES, a subsidiary of Elite at the time of the transaction. Sunshine, its President, and Elite have unconditionally guaranteed the \$300,000 credit line.

In 2011, Sunshine SES defaulted on both credit obligations. On November 9, 2012, the credit facility's legal counsel sent a default and demand letter on both loans requiring payment of delinquent amounts by January 31, 2013. As of May 28, 2014, there were no payments made from Sunshine SES as it is currently non-operational. The other unconditional guarantors of these obligations are also either non-operational and/or non-profitable.

Under the obligations from the borrower's default, Sunshine is potentially liable for a maximum principal amount of \$393,629, excluding interest and penalties. As of December 31, 2013, Sunshine has an accrued contingent loss of \$393,629 for the full amount of the potential payment that Sunshine would be required to make under the guarantee. As of May 28, 2014, Sunshine is in the process of negotiating a restructure of this obligation and is currently awaiting the creditor's response to Sunshine's proposal.

NOTE 7 – Current Vulnerability Due to Certain Concentrations

Sunshine receives a portion of its revenue from County grants. The ability of certain grantors to continue funding and awarding Sunshine these monies may be dependent upon current and future overall economic conditions as well as Sunshine's overall financial condition.

Sunshine maintains its cash balances at one financial institution. The account balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. Sunshine has not experienced any loss in such accounts. At December 31, 2013, the uninsured and uncollateralized cash balances at the financial institutions exceeded the federally insured limit by \$155,596.

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

NOTE 8 – Going Concern

As indicated in the accompanying financial statements, Sunshine showed a decrease in net assets of \$936,667 for the year ended December 31, 2013. As of that date, Sunshine's current liabilities exceeded its current assets by \$772,341. Those factors, as well as the uncertain conditions that Sunshine faces regarding its loan agreements and guarantees (as discussed in Notes 4 and 6), create an uncertainty about Sunshine's ability to continue as a going concern.

Sunshine is in the process of negotiating a restructure of its debt terms with its lender and is currently awaiting the lender's response to Sunshine's proposal. The following represents management's plan to remedy the situation:

Management has successfully eliminated all non-essential expenses and reduced all necessary operating expenses to the minimum required level. With expenses under control, the company's sole and primary focus is now revenue growth. The company is actually in the negotiation process with 3-5 new schools that are interested in partnering with Sunshine starting with the 2014-2015 school year and we are cautiously optimistic that this will lead to revenue growth in the coming year. The company's current cash position is healthy and operating performance is positive so management does not anticipate a need for any type of financial assistance in the foreseeable future. However, the company does have the ability to access short-term financing from a private related individual on an as needed basis

The ability of Sunshine to continue as a going concern is dependent on acceptance of the plan by Sunshine's bank creditors and the anticipated success of the proposed plan. The financial statements do not include any adjustments that might be necessary if Sunshine is unable to continue as a going concern.

SUPPLEMENTARY INFORMATION

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2013

	PROGRAM SERVICES	SUPPORT SERVICES		TOTAL
		MANAGEMENT AND GENERAL	FUNDRAISING ACTIVITIES	
Salaries and wages	\$ 2,981,820	259,289	\$ -	\$ 3,241,109
Conferences and meetings	70	6	-	76
Health insurance and other employee benefits	29,479	2,563	-	32,042
Advertising and promotion	10,321	898	-	11,219
Auto	31,815	2,766	-	34,581
Depreciation	-	3,382	-	3,382
Donations	34,692	-	-	34,692
Equipment rental	19,334	1,681	-	21,015
Field trips	188,536	-	-	188,536
Insurance, including worker's compensation	61,891	5,382	-	67,273
Interest and bank fees	93,667	8,145	-	101,812
Management fees	17,272	1,502	-	18,774
Management fees payroll costs	23,673	2,058	-	25,731
Office supplies	17,601	1,531	-	19,132
Miscellaneous	75,291	6,547	-	81,838
Professional services	41,792	3,634	-	45,426
Rent	156,768	13,632	-	170,400
Property taxes on leased equipment	12	-	-	12
Repairs and maintenance	431	38	-	469
School leases	15,403	-	-	15,403
Student transportation	52,328	-	-	52,328
Supplies	548,673	47,711	-	596,384
Technology, including computer support	20,318	1,767	-	22,085
Communications	27,514	2,393	-	29,907
Utilities	6,277	546	-	6,823
Bad debt	-	1,040,459	-	1,040,459
TOTAL FUNCTIONAL EXPENSES	\$ 4,454,978	\$ 1,405,930	\$ -	\$ 5,860,908

See Auditor's Report

**SUNSHINE AFTER SCHOOL
CHILD CARE, INC.**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

**FOR THE YEAR ENDED
DECEMBER 31, 2014**

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2014**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Sunshine After School Child Care, Inc.

We have audited the accompanying financial statements of Sunshine After School Child Care, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2014, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sunshine After School Child Care, Inc. as of December 31, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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Other Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 11 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Bellows Associates, P.A.

Bellows Associates, P.A.
Plantation, Florida
July 29, 2015



**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2014**

ASSETS

ASSETS

Cash and cash equivalents	\$ 671,499
Grants receivable	66,162
Prepaid expenses	44,416
Property and equipment (net of accumulated depreciation of \$57,458)	7,100
Security deposits	<u>11,750</u>
TOTAL ASSETS	<u>\$ 800,927</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts payable	\$ 50,836
Accrued payroll	42,000
Accrued interest	160,934
Deferred revenue	151,686
Installment loan	<u>437,989</u>
TOTAL LIABILITIES	<u>843,445</u>

NET ASSETS

Unrestricted net assets	(42,518)
Temporarily restricted net assets	-
Permanently restricted net assets	<u>-</u>
TOTAL NET ASSETS	<u>(42,518)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 800,927</u>

See accompanying notes to the financial statements

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2014

REVENUE AND OTHER SUPPORT	
School fees	\$ 3,731,952
Grants	1,380,380
Miscellaneous	<u>717</u>
TOTAL REVENUE AND OTHER SUPPORT	<u>5,113,049</u>
EXPENSES	
Program services	4,575,464
Support services:	
Management and general	213,913
Fundraising	<u>-</u>
TOTAL EXPENSES	<u>4,789,377</u>
CHANGE IN UNRESTRICTED NET ASSETS FROM OPERATIONS	323,672
Nonoperating gain - discharge of guarantee contingency	<u>393,629</u>
CHANGE IN UNRESTRICTED NET ASSETS	717,301
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	<u>(759,819)</u>
UNRESTRICTED NET ASSETS, END OF YEAR	<u><u>\$ (42,518)</u></u>

See accompanying notes to the financial statements

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2014

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 717,301
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	2,837
Net loss on disposals of fixed assets	2,085
Discharge of guarantee contingency	(393,629)
(Increase) decrease in:	
Grants receivable	13,943
Prepaid expenses	2,423
Security deposits	12,303
Increase (decrease) in:	
Accounts payable	(20,691)
Accrued expenses	27,390
Deferred revenue	(64,678)
	<hr/>
Net cash provided by operating activities	299,284
	<hr/>
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from sale of fixed asset	500
	<hr/>
Net cash provided by investing activities	500
	<hr/>
NET INCREASE IN CASH AND CASH EQUIVALENTS	299,784
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	371,715
	<hr/>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 671,499</u>

See accompanying notes to the financial statements

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

NOTE 1 – Organization and Summary of Significant Accounting Policies

Sunshine After School Child Care, Inc. (Sunshine) is a nonprofit public charity incorporated November 24, 1999, in the State of Florida, for the express purpose of providing child care services in schools. The after school programs are located throughout Broward and Miami-Dade Counties.

The following significant accounting policies have been followed in the preparation of the financial statements:

Basis of Presentation

The financial statements were prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Sunshine reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. An asset or liability's classification depends on the restrictions placed on it by the donor. As of December 31, 2014, all net asset balances are classified as unrestricted.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents represent cash in financial institutions and money market funds with original maturities of three months or less when purchased. The carrying amounts approximate fair value because of the short maturity of those instruments.

Property and Equipment

Property and equipment consists of office furniture and equipment and are recorded at cost. Acquisitions of fixed assets that exceed \$500 are capitalized while replacements, maintenance and repairs which do not improve or extend the lives of the respective assets are expensed currently. Depreciation is charged to operations over the estimated useful lives of the related assets and is computed using the straight-line method. The estimated useful lives of the office furniture and equipment are 5 years. Depreciation expense for the year ended December 31, 2014 was \$2,837.

Allocation of Expenses

The costs of providing the after school programs and management and general expenses have been allocated based on average time spent in each area by employees. Expenses not directly connected to a program were charged to management and general expenses.

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014

NOTE 1 – Organization and Summary of Significant Accounting Policies (continued)

Fee for Service

Sunshine records fees for services when the services are performed. Sunshine receives grants for administering services to individual children who meet certain age and income criteria in the State of Florida. The monies collected from individuals are recorded net of non-sufficient funds checks.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

Income Taxes

Sunshine has received a tax determination letter from the Internal Revenue Service noting that it is exempt from Federal Income Tax under Section 501(a) of the Internal Revenue Code (the "Code") as an organization described in Section 501(c)(3). In addition, Sunshine believes that it can reasonably be expected to qualify as a publicly supported organization as described in Section 509(a) of the Code. Accordingly, the accompanying financial statements do not include any provision for income taxes. Sunshine's Form 990s, Return of Organization Exempt from Income Tax, for the years ending 2011, 2012, and 2013 are subject to examination by the IRS, generally for three years after they were filed.

Sunshine's Form 990s, for the years ending 2009, 2010, 2011 and 2012, were subjected to examination by the IRS and received a disposition letter on February 10, 2014 that confirmed Sunshine's good standing in regards to its tax exempt status from Federal income tax. The examination disclosed several deficiencies and recommendations which were promptly corrected and appropriately implemented by management.

Date of Management's Review

Management has evaluated subsequent events through July 29, 2015, which is the date the financial statements were available to be issued.

NOTE 2 – Related Party Transactions

Sunshine rents bus services from Titan Investments, LLC (Titan) (a subsidiary of Elite Management & Holding, LLC) (Elite). Titan owns a bus and rents its services to Sunshine at the average market rate for the express purpose of transporting children to various activities or after school care locations. For the year ended December 31, 2014, bus transportation service expense incurred from Titan Investments, LLC totaled \$23,405.

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

NOTE 2 – Related Party Transactions (continued)

Sunshine purchases supplies from Gold Star Supplies, LLC (a subsidiary of Elite). For the year ended December 31, 2014, supplies expense incurred from Gold Star Supplies, LLC totaled \$16,584.

NOTE 3 – Deferred Revenue

Deferred revenue represents prepayment of individual school program service fees recognized over the periods to which the fees relate. As of December 31, 2014, deferred revenue totaled \$151,686.

NOTE 4 – Notes Payable

On November 1, 2010, Sunshine ceased all payments towards principal, interest and late fees on its two installment loans. The entity attempted to restructure the terms of its agreements in an effort to establish a less aggressive and more affordable payment term structure with the lender. For the year ended December 31, 2014, the negotiations towards settling or restructuring the terms of the notes with the financial institution were still ongoing. As of December 31, 2014, Sunshine owes a total of \$160,934 for late fees and back interest incurred on both loans.

On June 16, 2015, a settlement with the lender was finalized and all pending litigation was dismissed. The terms of the settlement can be found at Note 8.

NOTE 5 – Operating Leases

Sunshine leases space from a warehouse under a non-cancelable operating lease expiring August 31, 2016. Sunshine also leases office space under a non-cancelable operating lease that expires January 31, 2019. Total warehouse rental expense and office rent expense on the operating leases, for the year ended December 31, 2014, amounted to \$29,800 and \$67,677, respectively.

Sunshine also leases office equipment under a non-cancelable operating lease expiring September 30, 2016. Total equipment lease expense on the operating lease for the year ended December 31, 2014 amounted to \$24,700.

At December 31, 2014, the future minimum lease payments under operating leases that have remaining terms in excess of one year are as follows:

<u>December 31,</u>	
2015	\$ 121,465
2016	106,882
2017	70,386
2018	72,253
2019	6,034
Total	<u>\$ 377,020</u>

**SUNSHINE AFTER SCHOOL CHILD CARE, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014**

NOTE 6 – Employee Benefit – Retirement Plan

In October 2014, Sunshine adopted a 403B ERISA exempt retirement plan. The plan is available to all employees and is administered by a third party. Retirement plan expense for the year ended December 31, 2014 was \$850.

NOTE 7 – Current Vulnerability Due to Certain Concentrations

Sunshine receives a portion of its revenue from County grants. The ability of certain grantors to continue funding and awarding Sunshine these monies may be dependent upon current and future overall economic conditions as well as Sunshine's overall financial condition.

Sunshine maintains its cash balances at one financial institution. The account balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At December 31, 2014, the uninsured and uncollateralized cash balances at the financial institutions exceeded the federally insured limit by \$437,355. Sunshine has not experienced any loss in such accounts.

NOTE 8 – Subsequent Events

In 2007, Sunshine became a guarantor under a credit facility provided to Sunshine Supplemental Educational Services LLC (SSES) for credit lines of \$400,000 and \$300,000, respectfully. In 2011 SSES defaulted on its credit obligations. Sunshine was potentially liable for a maximum principal amount of \$393,629.

Sunshine finalized a settlement agreement on its defaulted loans with Wells Fargo on June 16, 2015. Sunshine paid to Wells Fargo a total of \$639,504 in satisfaction of all outstanding obligations. The settlement payment included the total outstanding balance and accrued interest on Sunshine's loans plus litigation and settlement fees.

In consideration of the settlement payment, Wells Fargo released Sunshine from all liability and litigation related to the defaulted loans for SSES, of which Sunshine was the sole functioning guarantor.

SUPPLEMENTARY INFORMATION

SUNSHINE AFTER SCHOOL CHILD CARE, INC.
SCHEDULE OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2014

	PROGRAM SERVICES	SUPPORT SERVICES		TOTAL
		MANAGEMENT AND GENERAL	FUNDRAISING ACTIVITIES	
Salaries, wages and employment taxes	\$ 3,087,349	\$ 162,492	\$ -	\$ 3,249,841
Health insurance and other employee benefits	23,984	1,262	-	25,246
Advertising and promotion	14,902	784	-	15,686
Auto	30,933	1,628	-	32,561
Depreciation	2,695	142	-	2,837
Loss on disposal	1,981	104	-	2,085
Donations	38,199	2,011	-	40,210
Equipment rental	23,465	1,235	-	24,700
Field trips	197,318	10,385	-	207,703
Insurance, including worker's compensation	77,848	4,097	-	81,945
Interest and bank fees	103,892	5,468	-	109,360
Office supplies	25,940	1,365	-	27,305
Miscellaneous	89,415	4,706	-	94,121
Professional services	31,125	1,638	-	32,763
Rent	92,603	4,874	-	97,477
Property taxes on leased equipment	1,229	65	-	1,294
Repairs and maintenance	1,095	58	-	1,153
School leases	19,902	1,048	-	20,950
Student transportation	59,743	3,144	-	62,887
Supplies	92,443	4,865	-	97,308
Operational Fees	511,094	-	-	511,094
Technology, including computer support	21,669	1,140	-	22,809
Communications	21,298	1,121	-	22,419
Utilities	5,342	281	-	5,623
TOTAL FUNCTIONAL EXPENSES	\$ 4,575,464	\$ 213,913	\$ -	\$ 4,789,377

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See Auditor's Report

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Part II – Experience and Financial Stability

(D) LITIGATION STATEMENT

Sunshine After School Child Care, Inc. at this time does not have any litigation to report against our agency or staff in the past three years related to the operation of our child care programs.

Part III –
Project Organization & Technical Qualifications

Part III – Project Organization & Technical Qualifications

A. Summary of Proposer's Qualifications/Brief Resume

- a) **Sunshine After School Child Care, Inc. project managers for this proposal is:**

- 1) **Colleen Gulla, President/Executive Director**
- 2) **Gary Chin, Chief Financial Officer/Grant Director**
- 3) **Anthony Motta, Director of Operations**
- 4) **Marisa Liona, Camp Director/Area Manager**
- 5) **Jeremy Scott, Staff Trainer/Area Manager**

Note: Each individual site location will have specific staff assigned, starting with an Area Manager, a Site Manager, Front Desk staff, and enough Counselors to maintain a 1:20 student ratio (see Job Descriptions).

- b) **Colleen Gulla** is a retired Broward County Principal with a Masters Degree in Educational Leadership. She has more than 35 years of professional experience in the field of Educational Leadership, Elementary education and child care. She has successfully worked with the planning, organization, and development of Sunshine's programs for the past fifteen years (15) years.

Gary Chin is a graduate of the University of Florida with a Bachelor of Arts degree in finance. Mr. Chin has over 20 years of financial experience in banking. He has worked as Sunshine's Chief Financial Officer (CFO) and Grant Director for the past eight (8) years.

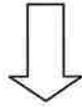
Anthony Motta, Marisa Liona and Jeremy Scott have worked for Sunshine for fifteen (15) or more years and have years of field experience. In addition to their college coursework, they have their CDA and Directors Credentials. They are in the field working daily with all members of our management team and site staff insuring the operations of Sunshine's program meets with the highest quality standards and provide for the safety and security of the children in our programs.

- c) ***See Job Descriptions and Responsibilities for Site Manager, Front Desk Staff, Counselors and Area Coordinator.***
- d) **Sunshine After School Child Care, Inc. as the current City of Hollywood contracted provider**, feel we have successfully built over the past eight years a positive, supportive working relationship with the Parks and Recreation Department's staff and administration. If awarded this RFP, we plan to continue to build and strengthen our partnership with the City of Hollywood and staff to successfully provide our year round programs for the children we serve in after school care, non-school day camp programs, and summer camp. We expect that the City will continue to provide to us administrative support and guidance, facilities, and custodial services as needed.

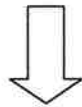
Sunshine After School Care, Inc. Organizational Chart

Organizational Chart

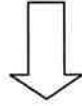
President/Executive Director



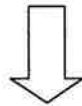
Chief Financial Officer/Grant Director



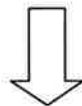
Director of Operations



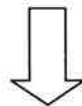
Summer Camp Director



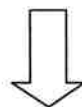
Area Managers



Site Managers



Front Desk Staff



Counselors

Part III Project Organization & Technical Qualifications

B Administration and Staff Qualifications

Professional Staff Qualifications and Training:

To ensure the highest quality, safety and supervision of our child care programs, Sunshine takes great pride in our professional employment and training program. Our Human Resource Department is skilled and trained in the hiring process and places strong emphasis to all new applicants that they must meet and/or exceed all of the necessary requirements to be gainfully employed with Sunshine.

Sunshine's primary goal is to guarantee that the most highly qualified staff is working with the students in our programs. All of our administrative/management staff is either educational degreed professionals, or hold a CDA or higher certification. Our President/Executive Director in charge of program development is a retired Broward County Principal with a Master's Degree in Educational Leadership and over 35 years of professional experience and training.

Sunshine's Lead Staff Trainer is a college degreed professional with a background in education and human resources. All newly hired staff is required to attend an orientation training class and also work closely with our Staff Trainer, Site Managers and Lead Counselors for several days before they are assigned to a group. All staff is required to begin their required 40 hours of Child Development coursework within the first 30 days of employment and successfully complete that training within the first year of their employment.

Sunshine's professional training includes: Safety and Security, Policy and Procedures, Pediatric CPR and First Aid, Behavior Management, Anti-Bullying, Universal Precautions, and Child Abuse and Neglect reporting procedures. Professional Staff Training is ongoing throughout the year. Our site staff is continually trained on our safety and security plans and procedures for each site location. Our staff and children practice monthly safety drills which include fire, tornado, and lock down drills to insure the utmost safety of the children in our care.

Sunshine has a professional support system in place for all of our locations and site staff so they are able to be successful and continue to grow professionally. We have a professional Human Resource Department, Trainers, Area Managers, Site Managers, Operation's Director and Camp Director. We offer our staff personal benefits and opportunities for promotion within our company.

Our training mission is to have a highly trained professional staff that is cheerful, responsive and nurturing and who will stay motivated to continually create a positive and successful learning environment for the children in their care.

(Please see attached Minimum Requirements and Job Descriptions.)

B. Administration & Staff Qualifications

Staff Training and Development

Sunshine After School Child Care, Inc. recruits new staff by attending local job fairs at Broward Community College, Nova Southeastern University, FAU, FIU and business fairs throughout the year. We also advertise positions in the newspaper, on the internet, and in our schools. We encourage and provide incentives for our current staff to continually recruit new people they know who would be a benefit to our programs.

Sunshine's Human Resource Department is skilled and trained in the hiring process and places strong emphasis to all new applicants that they must meet and/or exceed all of the necessary requirements to be gainfully employed with Sunshine.

Sunshine After School Child Care, Inc. Minimum Staff Requirements:

- Must be 18 years old or older.
- Must be a high school graduate (most of our staff are college students or are already graduates with degrees).
- Must take and pass a drug test within 24 hours of first interview.
- Must have a good health physical every two years signed by a physician.
- Must be fingerprinted and have both a local and national background check by Child Care Licensing and Enforcement and the Broward County School Board.
- Must complete orientation training and all other training requirements including Child Abuse and Neglect, HIV/AIDS- Universal Precautions, Pediatric CPR and First Aid, and Anti-Bullying Training.
- Must complete 40 hours of Child Development Coursework to meet the standards of quality child care and practices within the first year of employment.

Sunshine After School Child Care, Inc. provides full day trainings before school starts and before our summer camp programs for all staff. Throughout the entire school year, weekly training is offered for all of our site lead personnel and on-site training is held at each of our sites on a weekly basis during staff meetings. In addition, when afforded the opportunity, Sunshine sends staff to hear motivational speakers, attend workshops offered by the school districts or Children Services Council of Broward County, and our cities. Management staff attends local and National conferences whenever possible.

(Please see attached Staff Handbook)

B. Administration & Staff Qualifications
Background Screening

Sunshine After School Child Care, Inc. requires ALL staff to have a yearly clearance letter for a Level 2 Background screening to be eligible to be employed in one of our after school care programs, non-school day camp programs and/or summer camp programs.

Sunshine After School Child Care, Inc. is a Drug Free Workplace. All staff is required to be drug tested within 24 hours of their first successful employment interview. Random drug testing may be required during employment with Sunshine.

Sunshine After School Child Care, Inc. will provide the City of Hollywood P.R.C.A. with a list of all employees staffed to work in the after school program, non-school day camp programs and/or summer camp program with proof of completing a Level 2 background screening that is equal or more stringent than the City of Hollywood's Background Screening Policy.

All Sunshine staff is required to wear a company Vendor Photo Identification badge at all times.

Part III Project Organization & Technical Qualifications

C. Proposed Project Team for After School Care and Summer Camp

On-Site Supervision: Specific Site staff is provided at each site; an Area Manager, Site Manager, Front Desk staff, and enough counselors to provide a 1:20 ratio for each grade level group. Our Front Desk staff and Site Manager arrive no later than 1:00 pm. All counselors are required to report to the site by 1:30 on regular school days and 11:30 on Early Release Days to prepare for student arrival, hold staff meetings/trainings, and to set up snacks, materials and supplies for their group's daily activities.

On non-school days (Teacher Planning Days, select holidays, and winter and spring break) and Summer Camp, the same staffing formula is provided from 7:00 am to 6:00 pm. If there is a late child pick up, the Area manager is called and notified and the Site manager and Front Desk staff stay with the child until they are picked up. *(Please see Late Child Pick Up Policy)*

An Area Manager is specifically assigned to our City of Hollywood sites to supervise and provide additional leadership, handle serious problems and concerns, and fill in as a substitute when necessary if a staff member is out ill.

Sunshine site staff works closely with the City of Hollywood Recreation staff and custodial staff at each site to insure the safety and security of our daily operations.

- See Job Descriptions.
- Every site has a cell phone and land line number for parents to reach us. There is a set of walkie-talkies at every site for all staff members to communicate with each other.
- The Operations Director, Camp Director and Area Managers carry cell phones at all times.
- Sunshine's corporate office is staffed everyday from 8:00 am until 8:00 pm in case of emergency.

Part III Project Organization & Technical Qualifications

C. Proposed Project Team for After School Care and Summer Camp

Job Descriptions for After School Care & Summer Camp

- Area Manager
- Site Manager
- Front Desk
- Counselor

*See Staff Handbook



JOB DESCRIPTION AND EMPLOYEE AGREEMENT

Position Title:	Area Manager/Coordinator
Qualifications:	Standard High School Diploma or satisfactory completion of any GED program Must be at least 21 years of age or older Must have successfully completed 2 or more years of college. Must have 1 year or more of management experience. Pass mandatory drug test screening Completed 40 hours of state mandated training courses CPR / First Aid Certified CDA / Directors Credential preferable
Pay Scale:	Pay rate is determined by qualifications and experience at the time of hire. <i>(vacation and benefits after probation period)</i>
Hours / Days of week:	Will be determined by Sunshine's Operation Department Must be available to work on Early Release and Teacher Planning Days during operational hours. <i>(Sunshine reserves the right to adjust employment hours according to enrollment and our staffing needs daily)</i>
Training Requirements:	Must complete all counselor, front desk, and site leader trainings and workshops 10 hour state mandated Special Needs course must be completed within 60 days of position. <i>(future required trainings will be held throughout employment)</i>
Dress Code:	Khaki, Blue, or Black pants (no denim) <i>(Pants with print or patch work are <u>not</u> permitted)</i> Sunshine Staff Polo Shirt. <i>(Dress shirt may replace polo shirt)</i> All visible tattoos are to be covered. No piercing is permitted except for earrings. Male employees are not permitted to wear earrings. All employees must be well groomed to Sunshine standards. School Board Vendor Badges must be worn at all times. Hats are not permitted. Proper business attire is required. Ties are permitted. <i>(All clothing apparel is to be clean and worn correctly)</i>
Goal:	To provide direct site supervision and leadership. To ensure that the students in our care are provided with safe and enriching student activities. To ensure that the site runs by Sunshine, HRS, Needs Assessment, and Children Service's standards. To meet the needs of all customers and business partners.

AREA MANAGER

ESSENTIAL JOB PERFORMANCE RESPONSIBILITIES

OVERSEE SITE / STAFF:

- * Interact positively and effectively with staff.
- * Coordinate and lead staff in planning and carrying out activities in coordination with program evaluation and scheduling activities for the children.
- * Oversee all groups and their schedules for each day.
- * Supervise personnel and delegate responsibilities to staff.
- * Supervise to make sure the front desk staff is collecting and maintaining all fees.
- * Serve as a facilitator / communicator between site coordinators, staff, children, and parents.
- * Supervise that all fees are being counted in a safe location away from the front desk and children.
- * Oversee the cleanliness of the entire site.
- * Provide hands on training to all new employees.

PROGRAM OPERATIONS / COMMUNICATIONS

- * Coordinate all activities related to the program.
- * Develop age appropriate activities.
- * Make sure all activities and field trips run smoothly and effectively.
- * Hold daily meetings with staff to review staff performance and site operations.
- * Oversee behavior concerns, accidents, and site incidents.
- * Provide direct supervision of Site Leaders and sites.
- * Ensure safety and security of children and staff.
- * Ensure adherence to all safety procedures.
- * Monitor and enforce safe procedures for dismissal of all children by authorized family members / guardians only.
- * Monitor that all staff meet the requirements of all outside monitoring agencies.
- * Be responsible for storage rooms, disbursement, and inventory of all records.
- * Monitor daily attendance while at a site.
- * Monitor all restrooms while at a site.
- * Monitor counselor / student ratios.
- * Conduct frequent head counts of all groups throughout the day.
- * Handle and document any parent / staff / school concerns.
- * Fill in as a counselor when needed.
- * Ensure the collection and delivery of night money drops.
- * Communicate effectively to parents. Ensure their knowledge of program policies, fees, field trips, and special events.
- * Interact effectively with children, parents and/or guardians.

OFFICE OPERATIONS

- * Ensure that all parent concerns are handled and documented.
- * Report daily visits, site concerns, site activities, and staff information to Operations Director.
- * Ensure that payroll is watched and documented daily.
- * Monitor staff call outs / no shows daily.
- * List and complete daily tasks.

I have read and agree to fulfill the job performance responsibility as outlined above. I also understand that I am under a 90 day probation period in which my tardiness, absentee and performance will reflect on the possibility of future pay increase and even future employment.

Print Name

Date

Signature

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JOB DESCRIPTION AND EMPLOYEE AGREEMENT

Position Title:	Site Manager (After Care / Summer)
Qualifications:	Standard High School Diploma or satisfactory completion of any GED program Must be at least 21 years of age or older Pass mandatory drug test screening Completed 40 hours of state mandated training courses CPR / First Aid Certified / Medication Child Abuse
Hours / Days of week:	Will be determined by Sunshine's Operation Department. Must be available to work on Early Release and Teacher Planning Days during operational hours. Hourly pay and position may change on camp days and Teacher Planning Days. <i>(Sunshine reserves the right to adjust employment hours according to enrollment and our staffing needs daily)</i>
Training Requirements:	Must complete all counselor and front desk trainings and workshops. 10 hour state mandated Special Needs course must be completed within 60 days of position. <i>(Future trainings will be held throughout employment)</i>
Dress Code:	Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image Sunshine presents to parents, school staff and visitors. During business hours or when representing Sunshine, you are expected to present a clean and neat appearance. Khaki, Black pants (no denim) <i>(Pants with print or patch work are <u>not</u> permitted)</i> Sunshine polo shirt All visible tattoos are to be covered. No piercing is permitted except for earrings. School Board Vendor Badges must be worn at all times. Hats are not permitted. <i>(All clothing apparel is to be clean, wrinkle-free and worn correctly)</i>
Goal:	To provide direct student and staff supervision and leadership. To ensure that the students in our care are provided with safe and enriching student activities. To ensure that the site runs by Sunshine, DCF, BASCC and CSC standards.

SITE MANAGER ESSENTIAL JOB PERFORMANCE RESPONSIBILITIES

OVERSEE STAFF:

- * Interact positively and effectively with staff.
- * Coordinate and lead staff in planning and carrying out activities in coordination with program evaluation and scheduling activities for the children.
- * Oversee all groups and their schedules for each day.
- * Supervise personnel and delegate responsibilities to staff.
- * Supervise to make sure the front desk staff is collecting and maintaining all fees.
- * Serve as a facilitator / communicator between staff, children, and parents.
- * Supervise that all fees are being counted in a safe location away from the front desk and children.
- * Oversee the cleanliness of the entire site.
- * Provide hands on training to all new employees.
- * Report extended absences to your Area Manager.

PROGRAM OPERATIONS / COMMUNICATIONS

- * Coordinate all activities related to the program.
- * Develop age appropriate activities.
- * Make sure all activities and field trips run smoothly and effectively.
- * Hold daily meetings with staff to review staff performance and site operations.
- * Oversee behavior concerns, accidents, and site incidents.
- * Provide direct supervision of children and staff.
- * Ensure safety and security of children and staff.
- * Ensure adherence to all safety procedures.
- * Monitor and enforce safe procedures for dismissal of all children by authorized family members / guardians only.
- * Monitor that all staff meet the requirements of all outside monitoring agencies.
- * Ensure the site is prepared for any expected or unexpected agency visit.
- * Be responsible for storage rooms, disbursement, and inventory of all records and property.
- * Monitor daily attendance.
- * Monitor all restrooms.
- * Monitor counselor / student ratios.
- * Conduct frequent head counts of all groups throughout the day.
- * Report any complaints or concerns to your Area Manager.
- * Fill in as a counselor when needed.
- * Ensure the collection and delivery of night money drops.
- * Responsible to log and keep up with in-service hours for all employees.
- * Communicate effectively to parents. Ensure their knowledge of program policies, fees, field trips, and special events.
- * Interact effectively with children, parents and/or guardians.

I have read and agree to fulfill the job performance responsibility as outlined above. I also understand that I am under a 90 day probation period in which my tardiness, absentee and performance will reflect on future employment. I also understand that my school schedule or other employment can not interfere with my Sunshine position.

Print Name

Date

Signature

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JOB DESCRIPTION AND EMPLOYEE AGREEMENT

Position Title:	Child Care Front Desk (After Care / Summer)
Qualifications:	Standard High School Diploma or satisfactory completion of any GED program Must be at least 18 years of age or older Pass mandatory drug test screening Completed 40 hours of state mandated training courses CPR / First Aid Certified
Pay Scale:	Varies
Hours / Days of week:	<u>Monday – Friday</u> 1:30 p.m. – 6:00 p.m. (*typical hours) / Select locations 2:30 p.m. – 6:00 p.m. <u>Early Release Days:</u> staff must report 2 hours prior to regular working hours to designated site. <u>Teacher Planning Days:</u> Sites are open from 7:00 – 6:00 p.m. Staff will be asked to give availability for these days. Staff is required to be available from at least 1:30 p.m. – 5:30 p.m. <i>(Sunshine reserves the right to adjust employment hours according to enrollment and our staffing needs daily)</i>
Training Requirements:	Workshop # 1: Orientation and Front Desk Introduction <i>(Workshop will be provided by the Front Desk Training Director. Other trainings will be available if interested in advancement)</i> All staff will be required to complete 40 hours of state mandated child care training within one year of employment. One online course must be completed within 60 days of hire. Must complete all counselor trainings and workshops.
Dress Code:	Khaki, Blue, or Black pants (no denim) <i>(Pants with print or patch work are <u>not</u> permitted)</i> Sunshine polo shirt All visible tattoos are to be covered. No piercing is permitted except for earrings. Male employees are not permitted to wear earrings. All employees must be well groomed to Sunshine standards. School Board Vendor Badges must be worn at all times. Hats are not permitted. Flip Flops and Opened toed shoes are not permitted. <i>(All clothing apparel is to be clean and worn correctly)</i>
Goal:	To be sure that our entire program satisfies the needs of the children. To ensure correct accountability of all children placed under our supervision through record keeping and communication with staff. To collect all parent fees while maintaining a professional and friendly environment.

ESSENTIAL JOB PERFORMANCE REPONSABILITIES

- * Provide direct supervision of front desk and surrounding environment to ensure the safety and security of children. Head Counts are to be called and documented every 30 minutes.**
- * Supervise any children who may be at the Front Desk due to illness or injury.**
- * Set and maintain appropriate standards for the children's behavior using non punitive methods which teach self discipline while supporting children's self esteem.**
- * Assist in procuring equipment and supplies for planned activities.**
- * Ensure adherence to all safety and security plans and procedures.**
- * Assume and maintain overall responsibilities for cleanliness of site.**
- * Provide timely input on needed program supplies and materials.**
- * Maintain a cooperative relationship with all other staff members and parents (guardians).**
- * Present yourself professionally to all individuals and refer questions and / or concerns to the Site Supervisor.**
- * Perform and promote all activities in compliance with the equal employment and nondiscriminatory policies of the School Board of Broward County and Sunshine Child Programs.**
- * Participate successfully in the training program offered to increase the individual's skills and proficiency related to the assignment.**
- * Perform other job duties as assigned by the On Site Supervisor.**
- * Follow School Board standards, Children and Family Services standards and Federal and State Laws.**
- * Ensure correct accountability of children placed in your care by communicating and matching group counts at all times.**

I have read and agree to fulfill the job performance responsibility as outlined above. I also understand that I am under a 90 day probation period in which my tardiness, absentee and performance will reflect on the possibility of future pay increase and even future employment.

Print Name

Date

Signature



JOB DESCRIPTION AND EMPLOYEE AGREEMENT

Position Title:	Child Care Counselor
Qualifications:	Standard High School Diploma or satisfactory completion of any GED program Must be at least 18 years of age or older Pass mandatory drug test screening
Pay Scale:	Varies
Hours / Days of week:	<u>Monday – Friday</u> 1:30 p.m. – 5:30 p.m. (*typical hours) / Select locations 2:30 p.m. – 6:00 p.m. <u>Early Release Days:</u> staff must report 2 hours prior to regular working hours to designated site. <u>Teacher Planning Days:</u> Sites are open from 7:00 a.m. – 6:00 p.m. Staff will be asked to give availability for these days. Staff is required to be available from at least 1:30 p.m. – 5:30 p.m. <i>(Sunshine reserves the right to adjust employment hours according to enrollment and our staffing needs daily)</i>
Training Requirements:	Workshop # 1: Orientation and After Care Introduction <i>(Workshop will be provided by the Training Department at the time of hire. Other trainings will be available if interested in advancement)</i> All staff will be required to complete 40 hours of state mandated child care training within one year of employment. One online course must be completed within 60 days of hire. Must complete all counselor trainings and workshops.
Dress Code:	Khaki Pants / Black Pants / Jean Pants / Jean Shorts <i>(Jeans with print or patch work are <u>not</u> permitted)</i> Sunshine blue T-Shirt All visible tattoos are to be covered. No piercing is permitted except for earrings. Male employees are not permitted to wear earrings. Closed toes shoes must be worn at all times. All employees must be well groomed to Sunshine standards. School Board Vendor Badges must be worn at all times. Hats are to be worn outside only. <i>(All clothing apparel is to be clean and worn correctly)</i>
Goal:	To provide direct supervision and leadership. To ensure that the students in our care are provided with safe and enriching student activities.

ESSENTIAL JOB PERFORMANCE RESPONSIBILITIES

- * Provide direct supervision of play areas and activities to ensure the safety and security of children.
- * Supervise and / or facilitate activities or areas to provide appropriate experience for children.
- * Set and maintain appropriate standards for the children's behavior using non punitive methods which teach self discipline while supporting children's self esteem.
- * Assist in procuring equipment and supplies for planned activities.
- * Assist with the planning and implementation of arts and crafts.
- * Ensure adherence to all safety and security plans and procedures.
- * Assume and maintain overall responsibilities for cleanliness of site.
- * Provide timely input on needed program supplies and materials.
- * Maintain a cooperative relationship with all other staff members.
- * Present yourself professionally to all individuals and refer questions and / or concerns to the Site Supervisor.
- * Perform and promote all activities in compliance with the equal employment and nondiscriminatory policies of the School Board of Broward County and Sunshine Child Programs.
- * Participate successfully in the training program offered to increase the individual's skills and proficiency related to the assignment.
- * Perform other job duties as assigned by the On Site Supervisor.
- * Follow School Board standards, Children and Family Services standards and Federal and State Laws.
- * Ensure correct accountability of children placed in your care by doing a physical count at all times.

I have read and agree to fulfill the job performance responsibility as outlined above. I also understand that I am under a 90 day probation period in which my tardiness, absentee and performance will reflect on the possibility of future pay increase and even future employment.

Print Name

Date

Signature

Part III – Project Organization & Technical Qualifications

D. Municipal Staff Support

Sunshine After School Child Care, Inc.'s will work closely with the City of Hollywood's staff, Recreation Coordinator, and Recreation Leaders to provide ongoing cleaning of the site, including broom cleaning and clean up of any trash/debris generated from the operation of our after school care and/or non-school day camp programs including summer camp.

Sunshine After School Child Care, Inc. pays the City to utilize the city vans and recreation staff to drive the vans to pick up the students from the elementary schools and transport them to Driftwood Community Center.

Sunshine After School Child Care, Inc. will continue to maintain our storage area, materials and supplies in a clean and sanitary manner.

Sunshine After School Child Care, Inc. will be responsible for any damage to a City of Hollywood property, equipment, or facilities caused from the operations of the specified contracted programs including, but not limited to materials and labor costs.

Sunshine After School Child Care, Inc. will participate in the City's recycling programs, initiatives or policies showing value and commitment to recycling.

Part IV –

Project Understanding, Proposed Approach & Methodology

Part IV Project Understanding, Proposed Approach & Methodology

A. Schedule/Program Design

Sunshine After School Child Care, Inc. offers a variety of developmentally appropriate academic enrichment, fun, leisure activities at each grade level for our after school care, non- school day camp programs and Summer Camp. During After School Care hours, students receive an individually wrapped, baked snack and 100% fruit drink each day. Students are given quiet time to do their homework each day with assistance from our staff.

Our activity schedule is developed around a monthly theme and provides a variety of activities such as arts & crafts, indoor games, music, dance, drama, hands on science activities, technology, organized outdoor games and sports, cultural arts, character education, guest speakers, talent shows, Fun Fridays and Early Release Day special activities. *(*Please see sample Monthly Themes and Weekly Activity Schedules)*

Non-school day and Summer Camp programs offer a variety of age appropriate activities for organized indoor and outdoor play as well as arts & crafts, music, dance, talent shows, field day activities, swimming lessons and free swim, cultural arts, and a variety of weekly field trips. Our Summer Camp program is developed each year around a theme and all weekly activities are centered on that particular theme. Students must bring their own bag lunch and snacks on non-school days and summer camp. If available, Sunshine applies for the free breakfast and lunch program for our summer camp program at Driftwood Community Center

Our Sunshine Camp Director and staff strive to develop new engaging activities and field trips for the students in our care for non school days, and our Summer Camp programs. *(*Please see sample Summer Camp Daily Activity Schedules and refer to 2015 Summer Camp Guide located in Part II-A of this proposal)*

Part IV. Project Understanding, Proposed Approach & Methodology

A. Schedule/Program Design (cont'd)

Program Enrichment

Enrichment Activities:

Sunshine After School Child Care, Inc. provides additional enrichment activities during after school care such as: Character Education, computer lab, special art programs, multi-cultural activities, drama clubs, dance, environmental clubs, talent shows, intra-mural sports, guest speakers, community service projects, and specialized events on Early Release Days.

Sunshine would like to solicit outside sub-contractors to provide students with additional enrichment activities such as: specialized lessons for tennis, baton, cheerleading, karate, dance, language arts and any other activities that may interest the students and parents in our program. All sub-contractors will be required to be licensed and insured and have a Level II Screening and vendor badge. Sunshine will request approval from the Parks and Recreation Department administration before implementing any additional sub-contracted programs for the students.

City of Hollywood's Diamonds In the Rough Golf Program:

Sunshine After School Child Care, Inc. will work with the City of Hollywood staff to make the necessary provisions to incorporate the City's Diamonds in the Rough Golf Program during the school year and summer camp for any students are interested and who qualify for this program. It is understood that this program is separate from Sunshine's programs and that transportation to and from the golf course must be provided by the Diamonds in the Rough Program.

Late Pick Up Procedures

Late Child Pick-Up Procedures

After 6:00 PM, the Site Leader or front desk staff should attempt to contact the parent by telephone (work, home, emergency contacts). The Area Coordinator and/or corporate office are to be notified.

A late pick up fee is charged at time of pick-up for each 15 minutes (1-15 minutes; 16-30 minutes; 31-45 minutes; etc) the parent/guardian is late in picking up each of his/her children.

Procedures for Children NOT picked up by 7:00 PM: If neither parents nor emergency contacts can be reached and there has been no communication from parent/guardian, the School Coordinator and/or the Area Coordinator should call the local police and the child should then be released in their custody.

The police officer should sign supplement #23 School Board Release Form (Exhibit 36) *see attached*. If the police do not find someone to take the child, they will notify DCF.

If the same child is left more than once, they will be dismissed from our program.

SUNSHINE CHILD CARE

7900 Peters Road Bldg. B-101
Plantation, Florida 33324
(954) 236-8850 – (FAX) 236-8881

PARENT NOTICE EMERGENCY LATE CHILD PICK UP PROCEDURES

CALL US!! It is understood that unforeseen circumstances do arise that may prevent you from picking up your child on time. However, even small children who cannot tell time become anxious if there is a change in the routine pick up time. Therefore, **it is very important that you call us as soon as possible if you cannot pick up your child by 6:00 pm.** It is your responsibility to make other arrangements for someone to pick up your child as soon as possible.

Parents picking up their child late will sign a form indicating the time, date, and reason for late pick up. There will be an automatic \$5.00 fee per child, for the start of each 15 minutes late (6:01 to 6:15 p.m. = \$5.00; 6:16 to 6:30 p.m. = \$10.00, etc.). Late payment must be made no later than the next school day.

The **third time** a child is recorded as being picked up after 6:00 p.m., the parent will receive a written notice that the child may no longer attend our program. The child may attend the program until the end of the week to allow time to make other child care arrangements.

If we have NOT HEARD from the parent by 6:30 p.m., the following steps will be taken:

1. Our staff will attempt to reach parent at home or work.
2. If parent cannot be reached, staff will call the emergency numbers on the registration form.
3. **If no authorized person can be reached, the staff member will notify the local police department and child welfare department.**

We appreciate your cooperation. Your child's safety and welfare is our number #1 priority!

After School Care Sample Daily Schedules

Daily Snack Included

- Individual healthy snack and 100% fruit juice or water provided each day

Daily Homework Time

- Quiet place and time provided with assistance to help ensure homework is corrects and completed each day
- Pencils, crayons, paper, calculators, dictionaries, rulers provided

Academic Enrichment and Support

- Reading
- Hands on Science Activities
- Technology
- Creative Writing
- Character Education
- Music and Drama (Talent Shows)
- Cultural Arts

SPARKS Physical Fitness and Nutrition/Organized Sports

- National research based physical fitness program with emphasis on developing good nutrition habits and making exercise fun through engaging games and equipment. Teaches Sportsmanship and Team work
- Organized sports – flag football, basketball, kickball, field days

Themed Monthly Activities

- Every month students engage in fun activities that are developed around our theme of the month which includes:
 - Character Trait
 - Thought of the Month
 - Weekly Words
 - Weekly Creative Writing
 - Weekly Art Projects
 - Multi-cultural projects
 - Weekly Science projects

Early Release Days

- Additional Hours included in monthly fees
- Special Events
 - Magicians
 - Musicians
 - Multicultural Events
 - Guest Speakers
 - Ice Cream and/or Pizza Parties
 - DJ Dance Parties
 - Off Site Field Trips



Sunshine Daily Activity Schedules - Driftwood - Primary Grade Sample

Staff Name:		Group: KA - 3A		# of Students:	
<u>Time</u>	<u>Marvelous Monday</u>	<u>Terrific Tuesday</u>	<u>Wonderful Wednesday</u>	<u>Tremendous Thursday</u>	<u>Fun Friday</u>
	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria
2:00 - 2:45	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria
2:45 - 3:30	Homework/Reading Rm #	Homework/Reading Rm #	Homework/Reading Rm #	Homework/Reading Rm #	Movie / Popcorn Rm #
	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Prim. Playground	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Field	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Prim. Playground	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Prim. Playground
3:30 - 4:15					
4:15 - 5:15	Arts and Crafts Rm #	Computer Lab Rm #	Dramatic Play Rm #	Science Club Rm #	Dance / Art / Science / Student Choice Rm #
5:15 - 6:00	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:
Rainy Days: Indoor Sparks Games (see examples), Hot potato, Painting, Knock Out, Talent Shows, Dance, Musical Chairs, Leap Frog					
Early Release Days: DJ Party's, Ice Cream, Pizza, Snow Cones, Face Painting, Cool Cooking, Field Days, Relay Races					
Dramatic Play: Dinosaurs, Dolls, Puppets, Kitchen Play, Scharades, Character Education Plays					
Counselors Choice: Team Building Games, Group Special Treats, Dance, Obstacle Courses, Tie Dye, Approved Educational Movie					

Sunshine Daily Activity Schedules - Driftwood - Intermediate Grade Sample

Staff Name:		Group: 4A - 5A		# of Students:	
Time	Marvelous Monday	Terrific Tuesday	Wonderful Wednesday	Tremendous Thursday	Fun Friday
	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria
2:00 - 2:45	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria
	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Field	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Field	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Field
2:45 - 3:30					
	Homework/Reading Rm #	Homework/Reading Rm #	Homework/Reading Rm #	Homework/Reading Rm #	Technology Games (Wii or Xbox) Rm #
3:30 - 4:15					
	Drama Club Rm #	Science Club Rm #	Arts and Crafts Rm #	Computer Lab Rm #	Dance / Art / Science / Student Choice Rm #
4:15 - 5:15					
	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location:
5:15 - 6:00					
Rainy Days: Indoor Sparks Games (see examples), Hot potato, Painting, Knock Out, Talent Shows, Dance, Musical Chairs, Leap Frog					
Early Release Days: DJ Party's, Ice Cream, Pizza, Snow Cones, Face Painting, Cool Cooking, Field Days, Relay Races					
Dramatic Play: Dinosaurs, Dolls, Puppets, Kitchen Play, Scharades, Character Education Plays					
Counselors Choice: Team Building Games, Group Special Treats, Dance, Obstacle Courses, Tie Dye, Approved Educational Movie					

Sunshine Daily Activity Schedules - Site Location: Driftwood

Staff Name: _____				
# of Students: _____				
Time	Marvelous Monday	Terrific Tuesday	Wonderful Wednesday	Fun Friday
	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria	Attendance / Hand Washing Location: Cafeteria
4:00 - 4:30	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria	SNACK Location: Cafeteria
4:30 - 5:00	Homework/Reading Rm #	Homework/Reading Rm #	Homework/Reading Rm #	Technology Games Rm #
5:00 - 5:30	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Field	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court	Organized Outdoor Play (kickball, basketball, box ball, hoola hoops, playground) Location: Court
5:30 - 6:00	Arts and Crafts Rm #	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location: Main Room	Science Club Rm #	Organized Indoor Play (musical chairs, board games, red light / green light, painting) Location: Main Room
Rainy Days: Indoor Sparks Games (see examples), Hot potato, Painting, Knock Out, Talent Shows, Dance, Musical Chairs, Leap Frog				
Early Release Days: DJ Party's, Ice Cream, Pizza, Snow Cones, Face Painting, Cool Cooking, Field Days, Relay Races				
Dramatic Play: Dinosaurs, Dolls, Puppets, Kitchen Play, Scharades, Character Education Plays				
Counselors Choice: Team Building Games, Group Special Treats, Dance, Obstacle Courses, Tye Dye, Approved Educational Movie				

Non-School Day Sample Schedules

Non School Day Sample Activity Schedule

TIME	
7:30- 8:45	Student Arrival / Attendance / Indoor Games / Breakfast / Opening
8:45-9:15	Final Attendance / Restroom Break
9:15-12:15	Field Trip
12:15-1:15	Restroom Break / Lunch
1:15 - 2:15	Organized Outdoor Play
2:15 - 5:15	Swimming (Seasonal), Arts and Crafts, Technology, Science, Drama, Movie, Organized Indoor Games
5:15 - 6:00	Closing / Prepare for dismissal / Indoor Games

HOLIDAY CAMP - BROWARD
REGISTRATION FORM

1. Monday, September 14th, 2015 – Rosh Hashanah

Field Trip: DJ Dance Party on site (Subject to change)

2. Wednesday, September 23th, 2015 – Yom Kippur

Field Trip: GameRoom Sawgrass (Subject to change)

Cost per day: \$ 30.00 / 1st child / day
 \$ 27.00 / sibling / day

Locations: 1. Driftwood Comm. Center – 3000 N. 69th Ave., Hollywood
 2. Pine Island Comm. Center – 3801 S. Pine Island Rd., Davie
 3. Ivanhoe Comm. Center – 6101 SW 148th Ave., West Davie

Times: 7:00 a.m. – 6:00 p.m. **Grades:** Kindergarten – 8th grade

Lunch: Not provided **Register by:** September 9, 2015

(Please detach under dotted line and turn in with payment)

+++++

Holiday Camp – Sept. 14th or 25th – Broward County

Is your child registered with Sunshine for After Care? ☐ YES ☐ NO

If no, you must complete a child application as well as this form.

Registering for:

☐ September 14th, 2015

☐ September 23rd, 2015

Site Location:

☐ Driftwood Comm. Center

☐ Pine Island Comm. Center

☐ Ivanhoe Community Center

Child's Name # 1 _____

Grade _____

Child's Name # 2 _____

Grade _____

Guardian Name # 1 _____

Contact # _____

Guardian Name # 2 _____

Contact # _____

Waiver: I, the undersigned, do hereby release and agree to save harmless Sunshine After School Care Inc., Titan Bus Company, agents, or operation facilities, from all claims for loss, injury or damage, to persons and/or property while participating in any chosen Activity, which I, or person claiming through me or on my behalf may at any time have arising out of or connected with the operation of this activity. I give permission for my child to travel off campus during activity times.

Parent Signature: _____

Date: _____

Teacher Planning Day Camp - Friday, October 23rd, 2015

REGISTRATION FORM

Field Trip:

~To the Pumpkin Patch ~

Each child will get to pick up their own pumpkin. The kids will also explore the garden, visit the Koi fish, visit the bee keeper and sample fall treats.

* NOTE * Each pumpkin patch may have different exciting activities to participate in.
(Subject to change)

Cost:

\$ 30.00 / 1st child / day ~~~ \$ 27.00 / sibling / day

- CSC rates apply

Locations:

1. Dolphin Bay Elementary – 16450 Miramar Parkway, Miramar
2. Driftwood Comm. Center – 3000 N. 69th Ave., Hollywood
3. Fairway Elementary – 7850 Fairway Blvd., Miramar
4. Pine Island Comm. Center – 3801 S. Pine Island Rd., Davie
5. Royal Palm Elementary – 1951 NW 56th Ave., Lauderhill

Times:

7:00 a.m. – 6:00 p.m.

Grades:

Kindergarten – 8th grade

Lunch:

Not provided

Registration /

Friday, October 16th

Payment

(we must have 25 students enrolled

Due Date:

to operate camp at a location)

(Please detach under dotted line and turn in with payment)

Teacher Planning Day Camp – October 23rd, 2015

Is your child registered with Sunshine for After Care? ☐ YES ☐ NO

If no, you must complete a child application as well as this form

Site Location: Please check a site location

- | | |
|---|---|
| <input type="checkbox"/> Dolphin Bay Elementary | <input type="checkbox"/> Pine Island Comm. Center |
| <input type="checkbox"/> Driftwood Comm. Center | <input type="checkbox"/> Royal Palm Elementary |
| <input type="checkbox"/> Fairway Elementary | |

Child's Name # 1 _____

Grade _____

Child's Name # 2 _____

Grade _____

Parent Name _____

Contact # _____

Parent Name _____

Contact # _____

Waiver: I, the undersigned, do hereby release and agree to save harmless Sunshine After School Care Inc., Titan Bus Company, agents, or operation facilities, from all claims for loss, injury or damage, to persons and/or property while participating in any chosen Activity, which I, or person claiming through me or on my behalf may at any time have arising out of or connected with the operation of this activity. I give permission for my child to travel off campus during activity times.

Parent Signature: _____

Date: _____

Teacher Planning Day Camp – Friday, January 8th, 2016

REGISTRATION FORM

Field Trip: ~ GameRoom Sawgrass ~
(each child will receive a one hour game card +40 credits + one slice of pizza / drink + a small ice cream)
 (Subject to change)

Cost: \$ 30.00 / 1st child / day ~~~ \$ 27.00 / sibling / day
 • CSC rates apply

Locations: 1. Coconut Palm Elementary (DROP OFF LOCATION ONLY) (7-9 a.m.)
 Dolphin Bay Elementary (PICK UP LOCATION ONLY) (2 – 6 p.m.)
 2. Driftwood Comm. Center – 3000 N. 69th Ave., Hollywood
 3. Fairway Elementary – 7850 Fairway Blvd., Miramar
 4. Pine Island Comm. Center – 3801 S. Pine Island Rd., Davie
 5. Royal Palm Elementary – 1951 NW 56th Ave., Lauderhill

Times: 7:00 a.m. – 6:00 p.m.

Grades: Kindergarten – 8th grade

Lunch: Not provided

Registration / Friday, January 1st

Payment (we must have 25 students enrolled

Due Date: to operate camp at a location)



(Please detach under dotted line and turn in with payment)

+++++
Teacher Planning Day Camp – January 8th, 2016

Is your child registered with Sunshine for After Care? ☐ YES ☐ NO

If no, you must complete a child application as well as this form

Site Location: Please check a site location

☐ Coconut Palm (drop off) / Dolphin Bay Elementary (pick up)
☐ Driftwood Comm. Center
☐ Fairway Elementary

☐ Pine Island Comm. Center
☐ Royal Palm Elementary

Child's Name # 1 _____

Grade _____

Child's Name # 2 _____

Grade _____

Parent Name _____

Contact # _____

Parent Name _____

Contact # _____

Waiver: I, the undersigned, do hereby release and agree to save harmless Sunshine After School Care Inc., Titan Bus Company, agents, or operation facilities, from all claims for loss, injury or damage, to persons and/or property while participating in any chosen Activity, which I, or person claiming through me or on my behalf may at any time have arising out of or connected with the operation of this activity. I give permission for my child to travel off campus during activity times.

Parent Signature: _____

Date: _____

Summer Camp Sample Daily Schedules

*Please See 2015 Summer Camp Guide located in Part I-A

Sunshine / Driftwood and David Park - Daily Activity Schedule

Staff: _____

Group Name: 6-8

of Children _____

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:00	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast
9:00-9:30	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym
9:30-10:30	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	Prepare for Field Trip / Wristbands (FIELD TRIP)	WATER GAMES Outside (Slip and slide, Sprinklers, Balloons)	Prepare for Field Trip / Wristbands (FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)
10:30-11:45	Indoor Games / Themed Games / Activities	(FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	(FIELD TRIP)	Indoor Games / Themed Games / Activities
11:45-12:30	"So you think you can dance" (Music / Dance) "Sunshine Idol"	(FIELD TRIP)	Wii Games / Technology Games	(FIELD TRIP)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn Theme Week Fun
12:30-1:00	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up
1:15-3:15	Change for Swimming Pool / Walk to Pool "SWIMMING"	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn Theme Week Fun
3:15-3:45	"SWIMMING"	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)
3:45-4:30	Snack Time (must be provided by parent)	Arts and Crafts (Themed Project)	Coloring / Drawing / Painting (Themed Project)	Arts and Crafts (Themed Project)	Counselors Choice Activities
4:30-6:00	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal

Sunshine / Driftwood and David Park - Daily Activity Schedule

Staff: _____

Group Name: 3-5

of Children _____

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:00	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast
9:00-9:30	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym
9:30-10:30	Indoor Games / Themed Games / Activities	Prepare for Field Trip / Wristbands (FIELD TRIP)	Wii Games / Technology Games	Prepare for Field Trip / Wristbands (FIELD TRIP)	Indoor Games / Themed Games / Activities
10:30-11:45	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	(FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	(FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)
11:45-12:30	"So you think you can dance" (Music / Dance) "Sunshine Idol"	(FIELD TRIP)	WATER GAMES Outside (Slip and slide, Sprinklers, Balloons)	(FIELD TRIP)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn Theme Week Fun
12:30-1:00	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up
1:15-3:15	Change for Swimming Pool / Walk to Pool "SWIMMING"	Arts and Crafts (Themed Project)	Coloring / Drawing / Painting (Themed Project)	Arts and Crafts (Themed Project)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn Theme Week Fun
3:15-3:45	"SWIMMING"	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)
3:45-4:30	Snack Time (must be provided by parent)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Counselors Choice Activities
4:30-6:00	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal

Sunshine / Driftwood and David Park - Daily Activity Schedule

Staff: _____

Group Name: K - 2

of Children _____

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-9:00	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast 	<ul style="list-style-type: none"> • Arrival of Students • Attendance • Breakfast
9:00-9:30	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym 	<ul style="list-style-type: none"> • Restroom / Water • Camp Opening • Final Attendance • Opening- Go over rules and activities for the day in gym
9:30-10:30	Indoor Games / Themed Games / Activities	Prepare for Field Trip / Wristbands (FIELD TRIP)	Wii Games / Technology Games	Prepare for Field Trip / Wristbands (FIELD TRIP)	Indoor Games / Themed Games / Activities
10:30-11:45	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	(FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)	(FIELD TRIP)	Organized Outdoor Play PLAYGROUND (includes travel time back and forth)
11:45-12:30	"So you think you can dance" (Music / Dance) "Sunshine Idol"	(FIELD TRIP)	WATER GAMES Outside (Slip and slide, Sprinklers, Balloons)	(FIELD TRIP)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn - Theme Week Fun
12:30-1:00	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up	Restroom Break / Hand Washing LUNCH Clean Up
1:15-3:15	Change for Swimming Pool / Walk to Pool "SWIMMING"	Arts and Crafts (Themed Project)	Coloring / Drawing / Painting (Themed Project)	Arts and Crafts (Themed Project)	FUN FRIDAY ACTIVITIES - Snow Cones - Popcorn Theme Week Fun
3:15-3:45	"SWIMMING"	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)	Snack Time (must be provided by parent)
3:45-4:30	Snack Time (must be provided by parent)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Organized Outdoor Play (Kickball, Soccer, Tag, Circle Games, etc.)	Counselors Choice Activities
4:30-6:00	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal 	<ul style="list-style-type: none"> • Camp Closing - Activities for the following day • Indoor Organized Games / Gym • Student Dismissal

Part IV Project Understanding, proposed approach & Methodology

B. Student Transportation Procedures

Sunshine After School Child Care, Inc. has read, understands and will adhere to the staff/child safety procedures as outlined in the City of Hollywood's P.R.C.A. Transportation policies for bus and van transportation under this RFP contract.

Students from surrounding Hollywood schools attend Sunshine's After School Care program at Driftwood Community Center on all regular school days (including Early Release Days). Student transportation procedures from the home school to Driftwood Community Center are handled in one of the following manners:

Bus Riders – Sunshine currently contracts with the City of Hollywood to use their mini-transportation buses and driver on all school days. Before the start of school each year, Sunshine's Area Manager meets with the school administrative staff at each pick up location to develop the safest plan for student pick up for our after school care students. Students are then instructed to meet at a designated meeting place on the school campus at dismissal time to wait for pick up. The bus travels to the school with a Sunshine staff member on board each day. Once arriving at the school, attendance is taken and students are loaded on the bus. All children must remain seated facing forward before the bus can move. Once back at the Community Center, the students safely unload the bus and our staff checks every seat to make sure nothing is left on the bus before it leaves the Community Center.

Elementary School Walkers – Students from Driftwood Elementary attend Sunshine's After School Care at Driftwood Community Center. Students are met at the school site at a designated location by Sunshine staff at school dismissal time. After attendance is taken and all students are accounted for, they are walked back to the Community Center with Sunshine staff walking in one line and following the safest walking path to the Community Center. On rainy days, students wait at the school with Sunshine staff until bus transportation is able to get there to transport them to the Community Center.

Middle School Walkers – Driftwood Middle School Students walk to Driftwood Community Center after school is dismissed. The students have a designated check

B. Student Transportation Procedures(cont'd)

in area that they are required to report to every day by a certain time after school dismissal where Sunshine staff is assigned to meet them. **If a student has not reported to the Community Center by 4:30PM, their parents are called to verify their attendance for the day.**

Daily Communication with our parents is very important. Parents are strongly encouraged to provide a schedule of what days their child will attend Sunshine and what days they will be absent.

Staff is reminded daily -

- Before leaving the school, **ALL CHILDREN MUST BE ACCOUNTED FOR.**
- If a child is not present, their absence must be verified with the school prior to leaving for Driftwood Community Center. If it cannot be verified, the parent is called.
- After attendance is taken, the Area Manager is called and informed of the daily count of students and those absent.

Non-School Day/Select Holiday Camp Programs

Sunshine operates our non-school day/holiday camp programs at Driftwood Community Center. Hours of operation on these days is 7:30 am to 6:00 pm with specific age appropriate fun recreational activities planned including either an off campus field trip, swimming, or in house field trip. Sunshine uses private, licensed and insured buses for off campus field trip transportation for these non-school day camp programs including summer camp. All safety and security procedures for bus transportation are adhered to stringently by our staff for student head counts, loading, unloading and riding the bus.

Sunshine After School Child Care, Inc.

Student Rules for Riding on Bus

1. Be careful in approaching bus stops. Always walk on the left, toward oncoming traffic.
2. Wait in a safe place, clear of traffic. Stay ten feet away, if possible, from where the bus stops.
3. Wait until the bus stops, the door opens and the driver says it's ok to board the bus.
4. Go directly to an available or assigned seat without disturbing other students and remain seated while bus is moving.
5. Watch clothing or backpacks with dangling drawstrings or straps.
6. Never try to retrieve an item dropped near the bus.
7. Observe classroom conduct. Obey the driver's suggestions promptly and respectfully.
8. Refrain from the use of profane language, tobacco, alcohol, drugs or any other controlled substance on the bus.
9. Refrain from eating or drinking on the bus. Help keep the bus clean and sanitary.
10. Remember that loud talking, laughing, or unnecessary confusion can momentarily distract the bus driver's attention and may result in a serious accident.
11. Keep heads, arms and hands inside the bus at all times. Refrain from passing objects from or into the bus.
12. Be courteous to fellow students and the bus driver. Respect the rights of the other students.
13. Remain seated until the bus stops for unloading.
14. Do not touch the first aid equipment or fire extinguishers without the permission of the bus driver.
15. Use emergency doors for emergencies only. Students may not exit from the emergency door unless directed to do so by the driver.
16. Do not throw objects from the bus.
17. The use of pencils, markers, pens or any other writing utensils is NOT perm
18. Keep aisles clear and free from obstructions at all times.
19. Absolute quiet is required at railroad crossings. The driver will turn off all radios and illuminate the dome lights to alert students to be absolutely quiet.
20. Students may not board or depart from a bus at any other stop than that which has been properly authorized by a person in charge.

Part IV Project Understanding, Proposed Approach & Methodology

C. Snack

After School Care Snacks: Sunshine provides each student with a choice of a variety of individually wrapped snacks each day (baked, with no trans- fat) and a choice of either 100% fruit drink or water as part of their after school care program fees.

Non-School Day: Students must bring a bagged lunch and snacks during non-school day camp programs.

Summer Camp: Sunshine has always applied for and received the "FREE" breakfast and lunch program funded through the Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness for our summer camp programs at David Park and Driftwood Community Centers. Both hot and cold meals are selected for the children participating in our Summer Camp program. Students may also bring their own lunch if they prefer. The local Summer Food Sponsor providing this service for us is The Village Youth Services, Inc., 1802 NW 193rd Street, Miami Gardens, FL 33056.

SNACK MENU

MONDAY: Gold Fish &
Apple Juice or Water

TUESDAY: Gold Fish Crackers &
Fruit Punch or Water

WEDNESDAY: Graham Crackers
Apple Juice or Water

THURSDAY: Rice Crispy Treats
Fruit Punch or Water

FRIDAY: Gold Fish
Apple Juice or Water

(Please try to adhere to this schedule on a daily basis. If you do not have a certain snack on a particular day, use the snack listed for the following day)

Part IV Project Understanding, Proposed Agreement & Methodology

D. Special Needs

Sunshine After School Child Care, Inc. strives to include Special Needs students with their non-disabled peers to the fullest extent possible following the American Disabilities Act (ADA) reasonable accommodations. Lower student/staff ratios, if needed, will be provided on a case by case basis.

Please see attached documents:

- Guidelines for Special Needs/Medically Fragile Student Enrollment
- Part II Special Needs Pre-Enrollment Form
- Part III Special Needs Recommendation Form
- Student Medication Policy
- Parental Permission for Medication/Treatment

ESE-SPECIAL NEEDS/MEDICALLY FRAGILE STUDENTS

GUIDELINES FOR SPECIAL NEEDS/ESE STUDENTS
AND/OR SERIOUS MEDICAL CONCERNS ENROLLMENT

1. CHILD CARE APPLICATION FORM: Front desk staff looks over the application to see if the parent has filled out the section on the "CHILD CARE APPLICATION FORM" that indicates Medical Concerns/Comments or circled YES to the question: "Does your child need any special accommodations in our program?"
2. If either of these sections are filled out, they MUST be HIGHLIGHTED, and the parent is then given Part II - Application: Special Needs Pre-Enrollment Form. Instruct parent to fully complete the form or it will not be able to be processed. (Help the parent if needed fill out the form.)
3. The parent is told their child's application will be reviewed BEFORE they can be "officially enrolled in our program" in order to ensure that we can meet the child's needs and make the necessary accommodations for their child to safely attend our program.
4. Do NOT take payment from parent until they have been approved!
5. Place the student's COMPLETED Student Application with Part II - ESE Pre-Enrollment Form in a folder and put it in Colleen's mailbox.
6. Colleen will then review the student's folder, and fill out Part III - Special Needs Recommendation Form stating whether the student can participate in a regular group without special staffing needs, or whether they need to be accommodated in a smaller group or staff ratio.
7. After Colleen has reviewed the student information; she will either (1) recommend the child be enrolled in a regular group, or (2) recommend enrollment on a probationary basis to see how they do in a regular group, or (3) HOLD ENROLLMENT UNTIL STAFFING NEEDS CAN BE MET.
8. Either Colleen or Marisa will call parent and advise the parent whether their child is accepted and they may go ahead and pay or child's enrollment has been placed on hold until staff can be hired and trained to *safely meet the child's needs.*
9. Colleen or Marisa will then give completed student folder either to front desk to enter into EZ Care or to Anthony for staff to be hired and trained.

*SPECIAL NOTE: It MUST be noted in EZ Care and on the student roster sheets if a child has a serious medical concern and/or allergies. Any serious health issues need to be addressed BEFORE we accept the child in our program so that we have staff trained (ie; Epi-pen, diabetes...).

Sunshine After School Child Care

Part II- Application: Special Needs Pre-Enrollment Form

THIS FORM MUST BE COMPLETED IF YOUR CHILD HAS ANY SPECIAL NEEDS OR HAS A MEDICAL CONDITION THAT MAY REQUIRE SPECIAL ACCOMODATIONS OR STAFFING IN OUR AFTER CARE PROGRAM. IF YOU HAVE MORE THAN ONE CHILD WITH SPECIAL NEEDS OR MEDICAL CONCERNS, PLEASE DUPLICATE THIS FORM AND DO A SEPARATE APPLICATION FOR EACH CHILD.

Student's Name: _____ **Age:** _____ **Grade:** _____

Registering Adult Name: _____

Home Phone Number: _____ **Cell:** _____

Is your child in an ESE program during their regular school day? **Y** **N**

PLACE _____ **COMPLEX PLACE** _____ **AUTISTIC CLUSTER** _____ **Other:** _____

Does your child have any serious medical concerns? **Y** **N**

If yes, please explain in detail:

Toileting Needs:	Independent	Y	N
	Needs Assistance	Y	N
	Diapered	Y	N

Are there any other special accommodations your child receives during their regular school day?

Can your child be included in a regular 1:20 staff to child ratio? **Y** **N**

If not, please explain:

Does your child need assistance to participate in any activities? **Y** **N**

If yes, please explain:

Will your child run away from the group? **Y** **N**

Is your child aggressive towards others? **Y** **N**

Does your child respond to one step directions? **Y** **N**

Is your child able to verbally communicate their needs? **Y** **N**

If no, please explain:

Does your child have any serious behavioral concerns? **Y** **N**

If yes, please explain:

2015 - 2016

Part III- Placement Recommendation Form

Today's Date: _____ Site Location: _____

Student's Name: _____ Grade Level: _____

ESE Special Needs: _____

Medical Concerns: _____

Student has been in our program before Y N

Student is APPROVED for enrollment in regular group (1:20) _____

This child can be placed in a regular group on a "probationary basis" to determine if they can successfully participate in a regular 1:20 group. _____

This child needs to be placed in a small ESE group (1:5) _____

.....
HOLD REGISTRATION AND ENROLLMENT! _____

This child needs 1:1 _____

Staff needs special training for this child _____

ESE Group Filled - Place Child on Waiting List _____

.....
Parent Called _____
Date _____

Comments:

Colleen M. Gulla

SUNSHINE CHILD PROGRAMS

STUDENT MEDICATION POLICY

STUDENT HEALTH

Parents are responsible for notifying Sunshine Child Programs of any unusual health concerns for their child when they register their child in one of our programs. **If the child requires any type of medication, the parent MUST read this policy and fill out the necessary documentation BEFORE Sunshine administration makes a determination whether or not the child can participate safely in our program.**

MEDICATION DISPENSING POLICY

SUNSHINE CHILD CARE PERSONNEL SHALL NOT ADMINISTER OR DISPENSE ANY KIND OF MEDICATION TO ANY STUDENT WITHOUT THE WRITTEN CONSENT OF THE PARENT AND A COMPLETED TREATMENT PLAN SIGNED BY THE PHYSICIAN. **SUNSHINE CHILD CARE RESERVES THE RIGHT TO DECIDE NOT TO ADMINISTER MEDICATION IF IT IS DETERMINED THAT THE CIRCUMSTANCES WARRANT MEDICAL TRAINING AND/OR UNREASONABLE RESPONSIBILITY FOR OUR STAFF AND FOR THE SAFETY OF THE CHILD.** IF MEDICATION TREATMENT IS APPROVED BY SUNSHINE ADMINISTRATION, THE PERSONNEL ADMINISTERING MEDICATION OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE HELD LIABLE FOR CIVIL DAMAGES

RULES

1. An Authorization for Medication/Treatment Form must be completed. The information required on this form shall include a written treatment plan, signed by a physician and a signed parental consent for all medicine. Execution of the parental consent and physician section will grant the Site Director or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the after school hours, including when the student is away from school property on field trips. The written treatment plan signed by a licensed physician shall include possible side effects, purposes of medication, and special instructions regarding the medication. Medication may only be given when the physician and parental consent sections are complete. This form is required for students with chronic and acute illnesses. Copies of the completed forms must be placed in the student's folder.
2. All approved medications shall be administered by the school coordinator, site director or his/her designee. **Sunshine staff will NOT administer any medication that requires a needle injection with the exception of an epipen.**
3. Medications may be administered by the school coordinator, site director, or his/her designee when there exists an illness or disability that requires maintenance-type medicine, and when failure to take medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after the Sunshine Child Care Program.
4. In cases of long-term or chronic illnesses that require maintenance-type medicine, all medication authorizations shall not exceed 12 months.

5. All medication to be administered shall be received, counted and stored in its original container and shall be properly labeled: name of student; name of drug; directions concerning dosage; time of day to be taken; name of the prescribing physician; date of prescription; and shall not exceed the dosage required for one week of acute illnesses.
6. A medications log of all students receiving medications will be kept by the site director or his/her designee.
7. Sunshine Child Care shall store all medications in the original container in a secure fashion under lock and key, and shall be accessible only to the school coordinator/site director or designee.
8. No elementary student shall transport medications to or from school.
9. Sunshine Child Care personnel administering medications in accordance with this policy shall not be liable for civil damages.
10. When specific training is required to dispense student medication, it is the parent's responsibility to set up and arrange the needed training for our staff.

I have read and understand Sunshine's Student Medication Policy. I understand that the company has the right to determine whether or not they are able to safely administer the needed medication for my child in order to participate safely in their programs.

Student's Name: _____
Please Print

Age/Grade Level: _____

Parent/Guardian Signature

Date

SUNSHINE CHILD CARE

PARENTAL PERMISSION FOR MEDICATION/TREATMENT

(To be completed by the Student's Parent/Guardian)

Part I:

Student's Name: _____ Date of Birth: _____ Grade: _____

School: _____ Phone #: _____ Fax #: _____

I grant the Site Director or his/her designee permission to assist or perform the administration of each medication treatment/procedure to or for my child during the Sunshine Child Care Program including when he/she is away from school property for field trips.

Parent/Guardian Name (Printed) _____ Signature of Parent/Guardian _____ Date Signed _____

Home Phone Number _____ Work Phone Number with ext. _____ Cell/Beeper Number _____

Additional Phone Numbers where you can be reached between 2-6 p.m.: _____

NOTE:

- Medications must be supplied in the original container. Ask the pharmacist to divide the medication into two completely labeled containers, providing one for home and one for school.
- Only medications/treatments authorized by a physician may be administered by school personnel.
- It is your responsibility to notify Sunshine After School Child Care when there is a change in your child's medication/treatment regimen.

Part II:

Allergies: _____

Diagnosis: _____

List any limitations/precautionary measures that should be considered: e.g.; outdoor activities, transporting, lifting, moving, special devices/equipment: _____

MEDICATION	Dosage	Specific Time	Special Instructions/Side Effects

Physician's Name Printed _____ Physician's Signature _____ Date _____

Physician's Office Address _____ Physician's Telephone # _____ Physician's Fax # _____

Part IV Project Understanding, Proposed Agreement & Methodology

E. Child Behavior Management

Sunshine After School Child Care, Inc. feels strongly that a positive, supportive and structured environment promotes good behavior. A full day of varied activities is planned each day to engage and direct the student's energy into positive channels. It is our staffs' responsibility to set and maintain appropriate standards for student's behavior in after school care using non-punitive methods which teaches self discipline and supports and maintains the student's self esteem.

Sunshine's Site Managers and counselors are trained in Cooperative Discipline which uses redirection and corrective discipline to change the inappropriate behavior of the child; it is never used to hurt the child. We believe children learn from our staff and that they are at all times expected to be positive, encouraging and supportive role models with the children they supervise.

The same student behavior expectations that apply during after school care hours, apply during non-school day and our summer camp programs.

Parents sign a Student Discipline Policy when they register their child for any of our programs. This policy outlines our expectations and steps taken to correct inappropriate behavior. When a student's behavior warrants a behavior report, it is documented by the Site Manager and is discussed and signed by the parent at parent sign out. All written documentation of inappropriate behavior is maintained in the student folder.

If after all reasonable accommodations have been tried, and the student still does not adhere to program policies to insure their safety and the safety of other students and staff in our program, the student may then be dismissed from the program.

Please see attached documents:

- Student Discipline Policy (included in parent registration)
- Student Behavior Report
- Student Behavior Plan Contract
- Parent Conference Form
- Student Suspension/Dismissal Notice

Health/Safety/Medications:

Every site is equipped with a first aid kit. There are at least 3 staff members at each site that are CPR/First Aid Certified. The Site Manager will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Manager will call 911. Parents/guardians and/or emergency contacts will be contacted.

If your child must take a prescription medication of any kind, you must notify the Site Manager and complete a Medical Authorization Form. Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with The Broward and The Miami-Dade County School Boards. Sunshine has the right to decline a medication request.

* **Student Discipline Policy:**

At Sunshine Child Programs, children are our business and their safety is our number one priority! We feel strongly that a positive, supportive, and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. Our goal is to help children feel good about themselves by building their self-esteem and self-confidence. Whenever discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to insure the safety and well being of all of our children:

- 1) Counselors will first take your child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior is warranted, the child will receive a verbal warning and be given a behavior report requiring an adult signature.
- 2) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office.
- 3) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

Personal Items:

Please DO NOT send any personal items such as cell phones, I-pods, radios, jewelry, purses, wallets, game boys, toys, or items of sentimental value. We are not responsible for loss or damage of any personal items. Sunshine will have a lost and found for any items left at night. If the items have not been claimed after 2 weeks, they will be donated.

Notification of changes:

It is extremely important that you notify the Site Manager immediately of any changes in home address, contact persons and phone numbers and dismissal changes.



SUNSHINE
child programs

STUDENT BEHAVIOR REPORT

Student's Name: _____

Date: _____

School Location: _____

Group: _____

Counselor's Name: _____

Time: _____

Written description of student's specific behavior:

Reported By : _____

Discipline Action Taken:

****Check all that apply:**

- Child was spoken to 1:1 _____
- Time - Out: _____ How long? _____
- Missed Activity: _____ What Specific Activity? _____
- Site-Director was called : _____ Name of Site-Director: _____
- A behavior plan is needed : _____

Written documentation of inappropriate student behavior will be maintained. If the child's behavioral concern continues and becomes a disruption to the safe operation of our program, the parent will be given a 1-2 day notice that the child is being dismissed from our program and they will need to seek childcare services elsewhere.

- Parent Called _____ 1:1 Parent Conference _____
- Student placed on probation as of _____
DATE
- Student Suspended _____ How many days? _____ Effected dates: _____
- Student dismissed from program as of : _____
DATE

Parent Signature

Date

Site-Director's Signature

Date



Sunshine Child Care Before and After School Care Program

Student Behavior Plan Contract

Site Location: _____

Date: _____

Student's Name: _____

Grade / Group: _____

Counselor: _____

1. I will keep my hands, feet and objects to myself.
2. I will listen to my counselor.
3. I will follow directions.
4. I will not say mean things to anyone.
5. I will stay with my group.

If there is another incident of any type of on the above, your child will be dismissed from the Sunshine After School Care programs.

Child's Signature

Parent's Signature

Administrator Signature

Date



Sunshine After School Child Care Parent Conference Form

Site Location: _____

Date: _____

Student's Name: _____

Grade / Group: _____

Administrator /
Coordinator: _____

Telephone Conference? Y N

On Site Conference? Y N

Concerns Discussed: _____

Other Areas Discussed: _____

Next Steps: _____

Parent Signature: _____

Site-Coordinator / Administrative Signature: _____

Date: _____



SUNSHINE
child programs

STUDENT SUSPENSION / DISMISSAL NOTICE

Date: _____

School: _____

Sunshine Child Programs believes that communication between our staff and school staff is essential for the safety and well being of all children in our program.

This notice is to inform school personnel and Sunshine administration that _____ will be suspended / dismissed (please circle one) from Sunshine Child Programs on the following date(s) / as of:

This is a result of serious behavioral concerns. Parents / Guardians are now responsible for making other arrangements for dismissal and supervision.

The student should not be sent to Sunshine Child Programs on the suspended dates or any time after their dismissal date.

If you have any questions or concerns, please feel free to see me.

Sincerely,

Sunshine Child Programs Manager

IV. Project Understanding, Proposed Approach & Methodology

F. Staffing Ratios and Requirements

Sunshine After School Child Care, Inc. strives to maintain a staff to student ratio of no more than 1:20 for After School Care, 1:10 for Pre-K, and 1:20 for all non-school day camp programs and Summer Camp.

Broward County Child Care Licensing requirements indicate a 1:25 ratio.

Sunshine site staff is hired, trained, and placed at each location dependent on the student enrollment number. Students are grouped by grade level. When grade level reaches 20, another group is formed. For example there may be two (2) First Grade groups; 1A and 1B, each having their own counselor.

In addition, every site has a Site Manager and Front Desk staff and an Area Manager assigned to help provide administrative supervision and support. A substitute list of additional Sunshine personnel not assigned to a specific site is available if a staff member calls in sick at any one of our sites.

Sunshine actively recruits new employees throughout the year at job fairs, colleges, schools, staff referrals, and various internet job sites such as Monster.com and Craigslist.

Sunshine offers our employees ongoing training throughout the year to promote their individual professional growth and provide opportunities for advancement and pay increase, as well as medical, dental and vision benefits. We provide staff incentives, monthly luncheons and holiday parties for our staff throughout the year. We believe this helps our programs with a lesser turnover rate than other providers may have.

Sunshine is always willing to interview and hire the City of Hollywood residents and /or prior City of Hollywood employees looking for work in our programs. They must be able to meet and/or exceed our employment requirements, pass a drug test and gain a Level 2 background clearance.

Sunshine is an equal opportunity employer and Drug Free Workplace.

Sunshine does not use sub-contractors to perform the required services in this proposal. Sub-contractors are only used for additional enrichment activities such as DJ's, cultural art performances, etc.

(Please see enclosed Staff Handbook, sample training agendas, staff evaluation forms)

SUNSHINE AFTER SCHOOL CHILD CARE, INC.

EQUAL EMPLOYMENT OPPORTUNITY

Sunshine After School Child Care, Inc. does not discriminate against any person, employee, or applicant for employment, because of race, creed, color, religion, sex, national origin, ancestry, age or disability.

Background Screening

Sunshine After School Child Care, Inc. requires ALL staff to have a yearly clearance letter for a Level 2 Background screening to be eligible to be employed in one of our after school care programs, non-school day camp programs and/or summer camp programs.

Sunshine After School Child Care, Inc. is a Drug Free Workplace. All staff is required to be drug tested within 24 hours of their first successful employment interview. Random drug testing may be required during employment with Sunshine.

Sunshine After School Child Care, Inc. will provide the City of Hollywood P.R.C.A. with a list of all employees staffed to work in the after school program, non-school day camp programs and/or summer camp program with proof of completing a Level 2 background screening that is equal or more stringent than the City of Hollywood's Background Screening Policy.

All Sunshine staff is required to wear a company Vendor Photo Identification badge at all times.

**SAMPLE ON-LINE
EMPLOYMENT APPLICATION**
(WWW.SUNSHINEFL.COM)

Employment Application : Entry # 34640

Name

DATE OF BIRTH

SEX

RACE

PRESENT ADDRESS

5690 NW 194 LN
MIAMI GARDENS, Florida 33055
United States
[Map It](#)

PRIMARY PHONE NUMBER

EMAIL ADDRESS

kemmitrocksmysocks@gmail.com

ARE YOU CURRENTLY EMPLOYED IN A BROWARD COUNTY SCHOOL?

NO

ARE YOU CURRENTLY EMPLOYED AT A CHILD CARE FACILITY?

NO

ARE YOU PROFICIENT IN ANY LANGUAGE OTHER THAN ENGLISH?

YES

IF YES, WHAT LANGUAGE?

Spanish

HAVE YOU EVER WORKED AT SUNSHINE CHILD CARE?

Sample
online
employment
application

-128-

Employment Application : Entry # 34640

What forms of employment are you interested in applying for?

- After School Care Counselor

Are you available to work Monday through Friday from 1:30pm until 6:00pm?

Yes

Do you have reliable transportation to and from work?

Yes

Will you be willing to take a drug screening prior to being hired?

Yes

Will you be willing to complete a general health screening prior to being hired?

Yes

Will you be willing to complete a Level II federal background screening prior to being hired?

Yes

Have you ever been arrested as a minor or as an adult?

No

Are you able to provide a copy of your high school diploma or your GED equivalency certificate?

Yes

Are you able to provide a copy of a state issued photo ID prior to being hired?

Yes

Are you able to provide a copy of your social security card prior to being hired?

Yes

Date

02/03/2016

POSITION APPLYING FOR

• COUNSELOR

• SOCIAL SECURITY NUMBER

129-

Employment Application : Entry # 34640

NO

SCHOOL SELECTION

WHAT AREAS ARE YOU WILLING TO WORK AT?

- EAST MIRAMAR/EAST PEMBROKE PINES
- MIAMI GARDENS/MIAMI
- WEST MIRAMAR/WEST PEMBROKE PINES

EDUCATION SECTION

NAME OF HIGH SCHOOL

Mater Lakes Academy High School

YEARS ATTENDED

4

DID YOU GRADUATE

YES

NAME OF COLLEGE(IF APPLICABLE)

Miami-Dade North

YEARS ATTENDED

1

DID YOU GRADUATE

NO

SUBJECT STUDIED

Sport Medicine

HAVE TAKEN ANY OF THE 40 HOURS REQUIRED FOR CHILD CARE LICENSING?

YES

IF YES, SELECT THE CLASSES YOU HAVE COMPLETED

- FACILITY RULES AND REGULATIONS - 6 HOURS
- HEALTH SAFETY AND NUTRITION - 8 HOURS
- IDENTIFYING CHILD ABUSE AND NEGLECT - 4 HOURS
- CHILD GROWTH AND DEVELOPMENT - 6 HOURS

130 -

Employment Application : Entry # 34640

- BEHAVIOR OBSERVATION AND SCREENING - 6 HOURS
- PRE-SCHOOL APPROPRIATE PRACTICES - 10 HOURS

DO YOU HAVE YOU CDA

NO

DO YOU HAVE YOUR DIRECTORS CREDENTIAL

NO

ARE YOU CERTIFIED IN ADULT/CHILD CPR AND FIRST AID

YES

SPECIAL INTERESTS / EXTRA CURRICULAR ACTIVITIES

Basketball, wrestling, and I'm very involved in my church.

PLEASE ANSWER THE QUESTIONS BELOW TO THE BEST OF YOUR ABILITIES

WHAT EXPERIENCE HAVE YOU HAD WORKING IN CHILD CARE?

I took ECE at my high school for all 4 years. In our school, we had our own daycare with about 10 children and we would lesson plan weekly as groups and take turns teach the children, playing with the children, and feeding the children.

IF YOU WERE A COUNSELOR FOR 20 FIRST GRADERS, AGES 6 AND 7, HOW WOULD YOU MANAGE THEIR BEHAVIOR?

Many rewards such as candies or small toys to give to children when they follow directions. When they are to act up and be disobedient, I would punish them by putting them in timeout or not allow them to participate in recess. As a class, if they disobey, they will have their heads down in silence.

JOE AND JOSE ARE CLOSE FRIENDS, BUT THEY GET A LITTLE OVERLY EXCITED WHEN PLAYING OUTDOORS. ON ONE AFTERNOON THE BOYS ARGUED OVER AN OVERTHROWN BALL AND END UP IN A BRAWL. HOW WOULD YOU HANDLE THIS SITUATION WHILE KEEPING AN EYE ON THE OTHER CHILDREN YOU ARE SUPERVISING?

I will pull them both aside where I can see all the other children and tell them that friends don't fight like that. I would have them apologize to each other and sit them down in separate spots for the rest of the time.

A CHILD FALLS TO THE FLOOR SCREAMING DURING A BASKETBALL GAME, HOW WILL YOU HANDLE THE SITUATION WHILE KEEPING AN EYE ON THE OTHER CHILDREN YOU ARE SUPERVISING?

I would pick the kid up and place him somewhere safe and ask him what's wrong. At the same time, I will tell the kids playing to stay nearby where I can see them. I would proceed to tend to the child's injuries if any.

THINKING OF YOURSELF AS A COUNSELOR FOR ELEMENTARY AGE CHILDREN, WHAT DO YOU CONSIDER ARE YOUR BEST STRENGTHS THAT MAKE YOU A GOOD CANDIDATE FOR HIRE?

Employment Application : Entry # 34640

I can be authoritative when I have to be, but very enthusiastic as well. I am well respected by children I have taken care of before and I have great patience with kids.

TO YOUR KNOWLEDGE, HAVE YOU EVER BEEN EMPLOYED BY A CHILD CARE FACILITY THAT HAS EITHER HAD ITS LICENSE DENIED, REVOKED, OR SUSPENDED IN ANY STATE OR JURISDICTION, OR HAS BEEN SUBJECT TO DISCIPLINARY ACTION AND/OR RECEIVED A FINE?

NO

PRESENT AND PREVIOUS EMPLOYMENT

FROM

08/07/2015

TO

02/12/2016

EMPLOYER NAME

Tony Sampayo

ADDRESS

16100 NW 57th Avenue, Miami Lakes, FL 33014

EMPLOYER PHONE NUMBER

(305) 512-4501

POSITION

Cashier

SALARY

8.05

REASON FOR LEAVING

I don't enjoy working with food and my co-workers were difficult to deal with.

REFERENCES

Name

Angie Hernandez

Address

-132-

Employment Application : Entry # 34640

1705 SW 99 Ave. Miramar, FL

Miami, Florida 33025

United States

[Map It](#)

Phone

(305) 586-0057

RELATIONSHIP

Mentor

YEARS KNOWN

9

Name

Janet O'Rear

Address

7899 NW 181st Street

Hiialeah, Florida 33015

United States

[Map It](#)

Phone

(305) 926-6552

RELATIONSHIP

Mentor

YEARS KNOWN

5

AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATIONS OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE PERSONALLY OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM

-133-

Employment Application : Entry # 34640

AUTHORIZATION FOR SUCH INFORMATION.

I UNDERSTAND AND AGREE THAT NO REPRESENTATION OF THE COMPANY HAS ANY AUTHORITY TO
ENTER INTO ANY AGREEMENT FOR EMPLOYMENT AND FOR ANY SPECIFIED PERIOD OF TIME OR TO
MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING UNLESS IT IS WRITTEN AND SIGNED BY AN
AUTHORIZED COMPANY REPRESENTATIVE.

SIGNATURE

Ermil R. Ruiz

Date

03/29/1997

Part II
IN OFFICE EMPLOYMENT APPLICATION



SUNSHINE
child programs

Thank you for choosing Sunshine Child Programs!

- **Be sure to detach this page and the next 3 pages for your records.**
 - **Included in this folder is all of the necessary paperwork that you must complete before starting employment with Sunshine.**
 - **Your Drug Test must be completed within 24 hours of hire.**
 - **A physical must be completed within 48 hours of hire.**
 - **We will need a recent copy of 2 I.D's. We prefer a driver's license and social security card or passport.**
 - **We will need a copy of your original high school diploma or transcript.**
- ** Be sure to read all pages carefully and sign all areas indicated in YELLOW highlighter *****

-136-

7900 Peters Rd., Building B-Suite 101, Plantation, FL 33324

DL: 054 236 8850 • Fax: 054 236 8881 • www.sunshinefl.com



SUNSHINE
child programs

SUBSTANCE ABUSE POLICY & CONSENT

I hereby authorize and give full permission to Sunshine Child Programs and/or their third party screening company, physician or laboratory to send a specimen of my urine, hair and/or blood to a laboratory to test for the presence of illegal drugs and controlled substances taken in a manner not consistent with prescription use. I understand Sunshine Child Programs will use the results of such tests to make employment-related decisions regarding my employment with them or client customers, and I will release and hold harmless Sunshine Child Programs, its owners, affiliates, management and its client customers and the testing facility and/or lab from any claims, charges or causes of action related to this testing and/or use of its results. I authorize Sunshine Child Programs to release drug and/or alcohol test results to any state or federal agencies, client companies, the Medical Review Officer, and any of Sunshine Child Programs' insurance carriers. I release and hold harmless Sunshine Child Programs for any action(s) that may result from this release. I understand this policy and authorization. I have been informed that any questions I may have about the drug and/or alcohol test will be answered.

IN ACCORDANCE WITH THE POLICY OF, SUNSHINE CHILD PROGRAMS AND THIS AUTHORIZATION AND CONSENT, I UNDERSTAND SUNSHINE CHILD PROGRAMS WILL REQUIRE A DRUG TEST WHENEVER AN ON-THE-JOB ACCIDENT OR INJURY IS REPORTED, AND IN ACCORDANCE WITH STATE LAW. SUBSTANCE ABUSE POLICY

Sunshine Child Programs is dedicated to maintaining a drug-free environment for our clients and employees. Sunshine Child Programs is committed to only hiring employees of good character, and we consider the use of illegal drugs to be criminal activity. To that end, the following substance policy is in effect for all current and future employees of Sunshine Child Programs.

THIS POLICY EXPRESSLY PROHIBITS:

- The use, possession, solicitation, sale or manufacture of illegal drugs, controlled substances, alcohol and/or prescription medication used in a manner inconsistent with the prescription while on company or customer premises or while performing company business.
- Being impaired or under the influence of legal or illegal drugs or alcohol on company or customer premises or while performing company functions. When an employee experiences side effects from prescribed medication that may impair his/her ability to perform his/her job safely and properly, it is the responsibility of the employee to notify Sunshine Child Programs. For the purposes of this policy, testing positive on a drug test or testing .04 bac or higher on an alcohol test will be considered prima facie proof of "being impaired or under the influence".
- A felony charge for possession, use, solicitation for or the sale of legal or illegal drugs, alcohol or prescription drugs must be reported to Sunshine Child Programs Management. Aforementioned charges will subject the employee to disciplinary action up to and including discharge.

ANY EMPLOYEE VIOLATING ANY OF THE ABOVE IS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE FOR THE FIRST OFFENSE. SUNSHINE CHILD PROGRAMS WILL DRUG TEST FOR THE FOLLOWING:

I. WORK PLACE ACCIDENTS/INCIDENTS—Any employee of Sunshine Child Programs be required to submit to a drug test if he or she is involved in a work place incident which results in injury or illness to the employee or any other person, or in instances of property damage estimated to be \$500 or more. All employees of Sunshine Child Programs have an obligation to report any workplace injury, regardless of how

minor they appear. If either the employee or the Company determines that medical attention/care is necessary, then the employee will be required to undergo a post-accident drug test. In accordance with appropriate Workers' Compensations Laws in the states within which we operate, insurance coverage for the injury may be denied if the results of such tests are positive for illegal drugs, alcohol and/or illegally used prescription medications.

2. EMPLOYMENT DECISIONS—Applicants/Employees of Sunshine Child Programs may be required to take a drug test in order to be eligible for certain job assignments or to be eligible for continuing and assignment (periodic announced) with a client. Any applicant who refuses to submit to a pre-employment drug screening will be deemed ineligible for Hire with Sunshine Child Programs. Failure of the employee to pass a drug test will result in termination from Sunshine Child Programs. Any Sunshine Child Programs Employee or applicant who refuses to submit to a drug and/or alcohol test under the terms of this policy will be terminated or denied employment.

3. RANDOM SELECTION—Sunshine Child Programs reserves the right to randomly select employees for testing based on certain safety-sensitive positions. Prior to initiating random selection testing, Sunshine Child Programs will announce the terms and conditions to the affected group and/or groups of employees.

4. FOR CAUSE/REASONABLE SUSPICION—When an employee exhibits behavior which is consistent with the contemporaneous physical evidence of impairment, drug and/or alcohol testing may be utilized. The evidence will be documented, and the employee will be removed from the job site pending the results of the aforementioned tests. Results of all drug and/or alcohol tests will be treated confidentially within the scope of what is outlined in the Authorization and Consent form. Employees of Sunshine Child Programs who test positive or come forward with a substance and/or alcohol-related problem may request referral to local public agencies that provide rehabilitation and counseling services. The financial obligation of these aforementioned services will remain the responsibility of the employee, and not Sunshine Child Programs, except within the normal coverage under an existing insurance plan.

I have read and understand the substance abuse policy of Sunshine Child Programs.
If employed by Sunshine Child Programs, I will abide by this policy.

SIGNATURE

DATE

PRINT NAME

Marisa Fiona
SUNSHINE CHILD PROGRAMS STAFF SIGNATURE

DATE

Important Information / Policies

Dress Code Policy

Our Company prides itself on being a step above other child care providers by striving to provide its highest quality child care available in all programs. In order to insure that our employees present a positive image at all times, we feel it is necessary to incorporate a mandatory dress code policy.

Sunshine will continue to provide 2 Sunshine staff shirts for all of our staff. Shorts, pants, and sneakers are to be the responsibility of each employee. All clothing apparel is to be clean and worn correctly. Additional Sunshine shirts may be purchased.

Counselors

Sunshine Aqua Blue T – Shirt

ONLY Khaki or Black, Pants or Shorts (shorts must be appropriate)

(Shorts must be no shorter than 1" above the knee)

(Basketball / Swim shorts are not permitted)

All staff is expected to wear their lanyard and ID badge everyday. ID badges are NOT to be taken home. They are to stay at the site. Shorts and pants may not be baggy or worn below the waist. No excessive jewelry, facial piercing, or visible tattoos are permitted during working hours.

When our staff arrives to the school site, it is expected that each and every employee will represent our company beyond reproach. Parents and School staff are always watching and we want them to see that Sunshine Child Care staff is dressed for success, well spoken, and model leadership for our students at all times.

Upon arriving at the school site please be sure that you park in the designated areas, your car radio is not blasting, and that you enter the school through the main office.

I have read and understand that I must adhere to the mandatory dress code policy with employment at Sunshine Child Care.

Employee Print Name : _____

Employee Signature : _____ Date: _____

Important Information / Policies

Payroll Rules and Regulations

Signing in / out –

Under all conditions it is the responsibility of the staff member to sign in and out everyday they report to work. This should be done by checking in with the front desk staff or site supervisor when arriving at the site, and prior to leaving for the day. At the front desk there is a payroll sheet where the employees' time should be written in for arrival and departure. This time is then verified by the employee initialing next to it and verified by the front desk initialing next to it. If an employees name or position is not on the time sheet their name should be written in. The Site Manager will then verify correctness and sign off at the bottom of the payroll sheet before submitting it to the office.

If an employee does not sign in and out prior to submitting the time sheet to the cooperate office they will not be paid.

***employees must also sign in and out under the correct position (Coun, ESE, Coor, FD, etc...).**

Pay Rate / Pay Raises –

All pay rates and pay raises are approved through Sunshine operations and are dictated by the CSC grant and Sunshine's pay scales. An employee's initial pay rate will be given prior to hire based on qualifications. If an employee would like to request a raise or feels that their pay rate is incorrect a written notification must be given to their area manager who will then process their request through Sunshine operations. It is important to remember that the first thing sunshine operations looks at prior to giving any pay increase is if the employee has completed the state mandatory 40 hours in childcare courses. These courses are offered online and registration can be set up through the Sunshine licensing department.

Pay Inquiry –

If an employee feels that they were issued a paycheck that was incorrect they must turn in a Sunshine pay Inquiry form. This form is available at the sites front desk or at the Sunshine corporate office. All areas of this form must be completed. If the form is not completed in full the inquiry will not be processed. Most pay Inquiry forms are processed and approved by the following pay check, but employees should allow two weeks for their hours to be looked up. When an employee is approved to be reimbursed hours they will be paid on the next paycheck following the approval.

Employee Print Name : _____

Employee Signature : _____ **Date:** _____

Important Information / Policies

Cell Phone Policy

Personal cell phones are not to be in your possession while working at a site during your employment hours. Personal phone calls should be made only at the front desk using the land line and for emergencies only. You may give out your work site phone number as an emergency contact. Sunshine will make sure that you are located and notified immediately if you receive a phone call.

Cell phone cameras (or any other cameras) may not be used to photograph any child during camp programs. Any type of unauthorized photography will lead to immediate termination. Cell phone cameras may not be used to take pictures of fellow employees or other persons at any time during your work hours.

All Sunshine staff is reminded that text messaging or calling minors is against the law. Sunshine also prohibits communication between Sunshine staff and children through the usage of *Instagram, Facebook, Snap Chat* or any other internet social network website.

Employee Print Name : _____

Employee Signature : _____ Date: _____

Blogging

We recognize that you may engage in "blogging" while off duty. "Blogging" may include posting information on one's own or on someone else's web log, journal, diary, personal web site, social networking, bulletin board or chat room on the internet.

Please be mindful that any postings, even if done off premises and while off duty, could have an adverse affect on the Company's legitimate business interest. Therefore, all employees are forbidden to defame or discredit the products or services of the company, to use the company's logo or trademark, or to post complaints or criticism. No employee is to involve any of their job related functions or Sunshine in any type of "blogging".

Employee Print Name : _____

Employee Signature : _____ Date: _____



Human Services Department
Community Partnerships Division
Child Care Licensing and Enforcement Section
2995 North Dixie Highway • Fort Lauderdale, Florida 33334 • 954-357-4800 • FAX 954-357-7448

Our Best.
Nothing Less.



Background Screening Affidavit for Individuals Background Screened by the School Board of Broward County, Florida, pursuant to Chapter 1012, F.S.

Before me this day appeared _____, who duly being sworn says:
(Name of Teacher and or Non-Instructional Personnel)

I, the undersigned Applicant, do hereby solemnly swear or affirm that:

I have been background screened and fingerprinted by the School Board of Broward County, Florida, pursuant to Chapter 1012, Florida Statutes, and I am in compliance with the provisions for good moral character set forth in Section 402.305(2), Florida Statutes; and

I have not been unemployed for more than ninety (90) days.

Signature of Affidavit

Sworn and subscribed before me on this _____ day of _____ 20____

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type or Stamp Commissioned Name of Notary Public)

(Check one)

☐ Affiant personally known

☐ Affiant produced identification

Type of identification produced DL #

Board of County Commissioners, Broward County, Florida
HUMAN SERVICES DEPARTMENT
Community Partnerships Division
Child Care Licensing and Enforcement Section

CHILD ABUSE AND NEGLECT TRAINING

This statement is to verify that on _____
(Date)

_____ read the child abuse pamphlet, "Child
(Name of Employee)
Abuse and Neglect in Florida, A Guide for Professionals," accessible on the Child
Care Licensing and Enforcement website.

Signature of Employee

Signature of Operator/Director

AIDS AND HIV INFECTION TRAINING

This statement is to verify that on _____
(Date)

_____ read the manual, "A Staff Manual
(Name of Employee)
About AIDS and HIV Infection for Child Care Centers," accessible on the Child
Care Licensing and Enforcement website.

Signature of Employee

Signature of Operator/Director



Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

- * Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories Include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report/>.
- * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.
- * All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.
- * It is important to give as much identifying and factual information as possible when making a report.
- * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
- * For more information about child abuse and neglect, visit the Department's website at www.myflorida.com/childcare and select "Training Requirements." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20____, I, _____
Date Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator



SUNSHINE
child programs

The Department of Children and Families Child Care Licensing and Enforcement require that all staff working with children must complete a minimum of 40 hours of child care training. **All Sunshine staff MUST begin the required 40 hours of training within 90 days of employment and complete the training within a year of their employment.**

As you are aware, it is your responsibility to complete all necessary coursework and tests in order to remain gainfully employed by Sunshine Child Programs. Sunshine will contact employees needing to begin their 40 hours of training. **The employee will be responsible for paying \$10 to start one online class within 90 days of their start date.**

If you do not start your 40 hours within 90 days of employment, your employment with Sunshine will be terminated. We do not want this to happen. We are here to assist you in any way that we can to help you fulfill this requirement.

Sincerely,
Sunshine Compliance Department

(Print name)

(Signature)

(Date)

Start Date _____

Termination Date _____

Re-Hire Date _____

- 145 -



SUNSHINE
child programs

Child Discipline Policy:

I, _____, as employed as a child care professional for Sunshine Child Care shall adhere to the following...

- Children shall not be subjected to discipline that is severe, humiliating, or frightening.
- No cruel, harsh, physical, or unusual punishments shall be permitted.
- No child shall be delegated or permitted to be discipline by another child.
- No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers and spinners.
- No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- No child shall be punished by withholding food, rest, or use of the toilet.
- No child shall be punished for failure to eat, sleep, or for toileting accidents.
- No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- No child shall be threatened with any punishment that is prohibited by this paragraph.

Employee's Signature

Print Name

Date

Discipline Policy



CHILD CARE AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of Broward

Before me this day personally appeared _____ who, being duly sworn, deposes and says:
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with Sunshine Child Care, 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:

	<u>Relating to:</u>
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 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
Section 874.05(1)
Chapter 893

Section 916.1075
Section 944.35(3)
Section 944.40
Section 944.46
Section 944.47
Section 985.701
Section 985.711

obscene literature
encouraging or recruiting another to join a criminal gang
drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
sexual misconduct with certain forensic clients and reporting of such sexual conduct
inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
escape
harboring, concealing, or aiding an escaped prisoner
introduction of contraband into a correctional facility
sexual misconduct in juvenile justice programs
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 Sunshine Child Care 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 OF AFFIANT: _____

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 OF AFFIANT: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

☐ Affiant personally known to notary

OR

☒ Affiant produced identification
Type of identification produced: DL#



Human Services Department
Community Partnerships Division
Childcare Licensing and Enforcement Section

115 South Andrews Avenue, Room 119 • Fort Lauderdale, Florida 33301 • 954-357-4800 • FAX 954-357-5985

Our Best.
Nothing Less.



LOCAL CRIMINAL RECORDS CHECK

Fax this form to the Background Screening Unit at 954-357-5935. Please have the Applicant sign form indicating consent for a local criminal records check.

In accordance with the Broward County Child Care Ordinance, Broward County Family Child Care Home Ordinance and Chapter 435, Florida Statutes, County's Child Care Licensing and Enforcement Section is requesting a local criminal records check on the following Applicant:

Applicant Signature: _____

Applicant Information

Names: _____ Phone #: _____
Last First Middle

Other Last Names (legally changed names): _____

Address: _____
Street Address

City _____ State _____ Zip Code _____

Social Security #: _____ Date of Birth: _____ Race: _____ Sex: _____

Please select Child Care role.

☐ Child Care Owner

☐ Child Care Employee

☐ Substitute

☐ Child Care Director

☐ Family Child Care Home Provider

☐ Family Child Care Home Resident

☐ Volunteer

☐ Other

Employer Information:

Name of Child Care Facility/Family Child Care Home: Sunshine Child Care

Address: 7900 Peters Rd. B-101

Plantation FL 33324
City State Zip Code

Phone #: 9-236-8850 Fax #: 9-236-8881 License #: _____

CCLE Staff Use Only

Child Care Licensing and Enforcement Local Criminal Records Check Results

ELIGIBLE: ☐

Date Checked: _____

INELIGIBLE: ☐

Checked by: _____

Reason for Check:

LEVEL II SCREENING ☐

DCF ☐

TRANSFER ☐

SCHOOL BOARD ☐

LEVEL I SCREENING (FOLE) ☐

For Personnel Records Use Only
Personnel # _____
Affix Barcode

SECURITY CLEARANCE USE ONLY: LOCAL CHECK: _____ COMP NO.: _____ M.O.#/C.C. TYPE: _____ PYMT.AMOUNT: _____

The School Board of Broward County, Florida
SECURITY BACKGROUND CHECK

IMPORTANT – READ BEFORE COMPLETING THIS FORM

The School Board of Broward County will receive information on all records, including juvenile, that have been sealed, expunged, or where adjudication was withheld. To omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment or consideration for employment.

THIS FORM MUST BE TURNED IN WITH YOUR APPLICATION FOR EMPLOYMENT.

NAME: _____ SS# _____
Last First Middle Initial Maiden
ADDRESS _____ PHONE: _____
Street APT# City State Zip
EMAIL ADDRESS: _____ CELL: _____

FINGERPRINTING INFORMATION

BIRTH DATE _____ STATE, COUNTRY OF BIRTH: _____
RACE: ☐ Asian/Pacific Islander ☐ Black ☐ Caucasian ☐ Hispanic/Latino
☐ Native American (American Indian Eskimo, Alaskan Native) ☐ Other _____
GENDER: ☐ Male ☐ Female HAIR: ☐ Black ☐ Blonde ☐ Brown ☐ Gray ☐ Red ☐ Bald
EYES: ☐ Blue ☐ Brown ☐ Green ☐ Hazel ☐ Black ☐ Gray HEIGHT: _____ WEIGHT: _____

At the time of employment your fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to the School Board of Broward County pursuant to F.S. 943.0585. Your employment with the Broward County School District is temporary and probationary pending successful processing of your fingerprints. The following questions must be answered truthfully. A "Yes" answer to any of the following questions does not automatically keep you from being hired. Your omission or falsification of any criminal history, or any disclosure required by this form, is a cause for dismissal from employment or consideration for employment.

- | Yes | No | |
|-----|----|---|
| | | 1. Have you ever been convicted of an offense (misdemeanor or felony) other than a minor traffic violation? (Driving under the influence [DUI] and Driving while Intoxicated [DWI] convictions are not minor and must be reported.) |
| Yes | No | 2. Have you ever been found guilty of a criminal offense? |
| Yes | No | 3. Have you ever entered a nolo contendere or no contest plea in a criminal proceeding? |
| Yes | No | 4. Have you ever had a criminal record sealed? |
| Yes | No | 5. Have you ever had a criminal record expunged? |
| Yes | No | 6. Have you ever participated in any type of pre-trial intervention/diversion program, including but not limited to community service or probation that resulted in the charges being reduced/dismitted or not prosecuted? |
| Yes | No | 7. Have you ever had adjudication withheld in a criminal offense? |
| Yes | No | 8. Are there criminal charges currently pending against you? |
| Yes | No | 9. Have you ever been imprisoned or jailed in a criminal proceeding? |
| Yes | No | 10. Have you ever been placed on probation in a criminal proceeding? |
| Yes | No | 11. Have you ever paid a fine in a criminal proceeding? |
| Yes | No | 12. Have you ever failed to appear in court or forfeited bond in a criminal proceeding? |

If you answered "Yes" to any question above, you must fully explain on reverse side of the form.

EXAMPLES OF CRIMINAL OFFENSES: Assault/battery, auto theft, disorderly conduct, domestic violence, DUI/DWI, fraud (welfare/food stamps), loitering, prostitution/solicitation, robbery, shoplifting, theft (grand/petty), trespassing, worthless checks. **NOTE:** This is not a complete list and is intended to provide examples only. You must list all convictions including juvenile incidents and those in which adjudication was withheld and/or records

- | | | |
|-----|----|--|
| Yes | No | 13. Have you ever had a teaching certificate revoked or suspended? If yes, in what state and when? _____ |
| Yes | No | 14. Have you ever had sanctions placed on your teaching certificate for any reason? |
| Yes | No | 15. Have you ever been denied a teaching certificate anywhere? |
| Yes | No | 16. Is disciplinary action currently pending anywhere against your teaching certificate? |
| Yes | No | 17. Have you ever been dismissed or asked to resign from employment? (Please explain below.) |

If you answered "Yes" to any question above, you must fully explain below.

If you answered "Yes" to 14-16, you must give the name of the State where your teaching certificate was revoked, suspended, sanctioned, denied or where action is currently pending against you.

INCIDENT #1 (Request 2nd sheet if more than one incident)

If Arrested, Where?: _____ Date of Arrest: _____

Arresting Agency: _____

Offense: _____

Please provide detailed explanation: _____

Final Disposition: _____

By signing this document I certify that I have carefully read and fully understand each question and that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information, omission of any information requested or any misrepresentation of information requested. I also understand that my fingerprints will be submitted to the Federal Bureau of Investigation for a complete criminal history background check.

By my signature, I authorize the Broward County School Board to conduct any investigation necessary to verify all information identified on this form. My signature on this document provides for the release of any sealed or expunged records in my name by any court. Included in this grant of authority is my permission to contact any and all former employers and other persons acquainted with me or in possession of information concerning me to supply such information to the Security Clearance Office. All monies received as part of the fingerprinting process are non-refundable.

By my signature, I certify that I know, understand, and agree that any false statement or omission of information requested is a cause for dismissal from employment or consideration for employment.

 Signature of Applicant Date

OFFICE USE ONLY:

Job Location: _____

Job Title: _____

STAFF EVALUATION FORMS



Site Manager Evaluation Form

(Evaluation must be done in a 2-3 day period)

Name:

Site:

Date(s):

Rating Scale

- | | |
|-----------------------|---|
| 4 – Exceptional | Performance is extremely competent; gets all essential elements of the job without error. |
| 3 – Good | Performance is fully competent in all essential elements. Needs Work. |
| 2 – Needs Improvement | Performance is competent, some essential elements need improvement. |
| 1 – Not Acceptable | Performance is seriously deficient. |
| N/A | Not Applicable. |

Site Performance

1. Keeps storage room cleaned and organized as well as all other areas that ASC uses	4	3	2	1	N/A
2. Greets parents/guardians	4	3	2	1	N/A
3. Holds a daily 1:30pm meeting with staff	4	3	2	1	N/A
4. Ensures all staff are in proper dress code and have badge on	4	3	2	1	N/A
5. Ensures that staff is prepared for their daily activities	4	3	2	1	N/A
6. Has ASC count and children accountability by 2:15pm	4	3	2	1	N/A
7. Ensures snack time is under a controlled environment	4	3	2	1	N/A
8. Keeps HRS board updated with all required records/documents	4	3	2	1	N/A
9. All payments are received accurately by the corporate office	4	3	2	1	N/A
10. Keeps Parent board updated with ASC information	4	3	2	1	N/A
11. Front desk area displays arts and crafts and ASC pictures	4	3	2	1	N/A
12. Takes the time to train new staff	4	3	2	1	N/A
13. Monitors groups through out the day to ensure schedules and supervision is in place	4	3	2	1	N/A
14. Relationship with school administration/staff/parents is positive	4	3	2	1	N/A
15. Relays concerns to Area Manager in a timely manner	4	3	2	1	N/A
16. Resolves situations calmly and effectively	4	3	2	1	N/A
17. Has proper phone etiquette	4	3	2	1	N/A
18. Knows how to communicate concerns with parents	4	3	2	1	N/A
19. Has a good working relationship with ASC School Coordinator	4	3	2	1	N/A
20. Overall, the site is prepared for a monitor visit	4	3	2	1	N/A

Comments:

Individual Performance

1. Arrives to the site as scheduled	4	3	2	1	N/A
2. Checks in with Area Manager at time of arrival and dismissal	4	3	2	1	N/A
3. Follows proper dress code	4	3	2	1	N/A
4. Displays maturity, professionalism and good work ethic	4	3	2	1	N/A
5. Works well with co-workers (team-player)	4	3	2	1	N/A
6. Is available to work when needed (holidays/weekends)	4	3	2	1	N/A
7. Shows interest in learning other areas of the company	4	3	2	1	N/A
8. Knows what "SUNSHINE" means	4	3	2	1	N/A

Comments:

Areas of strength:

Areas of weaknesses:

Signature of Staff being evaluated: _____

Signature of Administration: _____

Overall Performance:

Operations:

1. Does work schedule need to be adjusted: _____

2. Should employee be given other job responsibilities: _____ If yes, what duties:

Other comments:



Front Desk Evaluation Form

(Evaluation must be done in a 2-3 day period)

Name:
Site:
Date(s):

Rating Scale

- | | |
|-----------------------|---|
| 4 – Exceptional | Performance is extremely competent; gets all essential elements of the job without error. |
| 3 – Good | Performance is fully competent in all essential elements. Needs Work. |
| 2 – Needs Improvement | Performance is competent, some essential elements need improvement. |
| 1 – Not Acceptable | Performance is seriously deficient. |
| N/A | Not Applicable. |

Site Performance

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Maintains a professional attitude | 4 | 3 | 2 | 1 | N/A |
| 2. Greets parents/guardians as they walk in | 4 | 3 | 2 | 1 | N/A |
| 3. Has ASC count and children accountability by 2:15pm | 4 | 3 | 2 | 1 | N/A |
| 4. Calls for a 30min count from 2:30pm to 6:00pm | 4 | 3 | 2 | 1 | N/A |
| 5. Keeps work area clean and organized | 4 | 3 | 2 | 1 | N/A |
| 6. Relationship with school administration/staff/parents is positive | 4 | 3 | 2 | 1 | N/A |
| 7. Relays concerns to supervisor in a timely manner | 4 | 3 | 2 | 1 | N/A |
| 8. All student files are accurate and in alphabetical order | 4 | 3 | 2 | 1 | N/A |
| 9. Resolves situations calmly and effectively | 4 | 3 | 2 | 1 | N/A |
| 10. All payments are accurately entered on the payment log | 4 | 3 | 2 | 1 | N/A |
| 11. All payments are received accurately by the corporate office | 4 | 3 | 2 | 1 | N/A |
| 12. Ensures that all parents/guardians sign out their child(ren) | 4 | 3 | 2 | 1 | N/A |
| 13. Has proper phone etiquette | 4 | 3 | 2 | 1 | N/A |
| 14. Reports daily count to Area Manager and Office in a timely matter | 4 | 3 | 2 | 1 | N/A |
| 15. Keeps all other documents (behavior, accident, etc) filed correctly | 4 | 3 | 2 | 1 | N/A |
| 16. Ensures children are released to the proper parent/guardian | 4 | 3 | 2 | 1 | N/A |

Comments:

Individual Performance:

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Arrives to the site as scheduled | 4 | 3 | 2 | 1 | N/A |
| 2. Follows proper dress code | 4 | 3 | 2 | 1 | N/A |
| 3. Displays maturity and good work ethic | 4 | 3 | 2 | 1 | N/A |
| 4. Works well with co-workers (team-player) | 4 | 3 | 2 | 1 | N/A |
| 5. Is available to work when needed (holidays/weekends) | 4 | 3 | 2 | 1 | N/A |
| 6. Shows interest in learning other areas of the company | 4 | 3 | 2 | 1 | N/A |

Comments:

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Areas of strength:

Areas of weaknesses:

Signature of Staff being evaluated:

Signature of Administration:

Overall Performance:

Operations:

1. Does work schedule need to be adjusted:

2. Should employee be given other job responsibilities: If yes, what duties:

Other comments:



Counselor Evaluation Form

(Evaluation must be done in a 2-3 day period)

Name:
Site:
Date(s):

Rating Scale

- | | |
|-----------------------|---|
| 4 – Exceptional | Performance is extremely competent; gets all essential elements of the job without error. |
| 3 – Good | Performance is fully competent in all essential elements. |
| 2 – Needs Improvement | Performance is competent, some essential elements need improvement. |
| 1 – Not Acceptable | Performance is seriously deficient. |
| N/A | Not Applicable. |

Site Performance

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Maintains a professional attitude | 4 | 3 | 2 | 1 | N/A |
| 2. Has a thorough understanding of tasks and procedures pertinent to job. | 4 | 3 | 2 | 1 | N/A |
| 3. Has student attendance completed within 15 minutes of dismissal | 4 | 3 | 2 | 1 | N/A |
| 4. Has accurate 30min head count | 4 | 3 | 2 | 1 | N/A |
| 5. Keeps work area clean and organized | 4 | 3 | 2 | 1 | N/A |
| 6. Interacts effectively with co-workers | 4 | 3 | 2 | 1 | N/A |
| 7. Relays concerns to supervisor in a timely manner | 4 | 3 | 2 | 1 | N/A |
| 8. Obtains proper equipment / supplies for activities | 4 | 3 | 2 | 1 | N/A |
| 9. Resolves situations calmly and effectively | 4 | 3 | 2 | 1 | N/A |
| 10. Follows activity schedule daily | 4 | 3 | 2 | 1 | N/A |
| 11. Monitors activities in-group to ensure they are running smoothly | 4 | 3 | 2 | 1 | N/A |
| 12. Readily adapts to unexpected dilemmas & procedural changes | 4 | 3 | 2 | 1 | N/A |
| 13. Conscious of surrounding environment | 4 | 3 | 2 | 1 | N/A |
| 14. Puts children's safety first. | 4 | 3 | 2 | 1 | N/A |

Comments:

Relationship with Students

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Deals with students in a fair and impartial manner | 4 | 3 | 2 | 1 | N/A |
| 2. Treats all students equally | 4 | 3 | 2 | 1 | N/A |
| 3. Exhibits positive relationships with the students | 4 | 3 | 2 | 1 | N/A |
| 4. Directs and guides students with authority | 4 | 3 | 2 | 1 | N/A |
| 5. Able to resolve student conflicts | 4 | 3 | 2 | 1 | N/A |
| 6. Responds quickly and effectively to inquiries/concerns | 4 | 3 | 2 | 1 | N/A |

Comments:

Individual Performance

1. Arrives to the site as scheduled	4	3	2	1	N/A
2. Follows proper dress code	4	3	2	1	N/A
3. Displays maturity and good work ethic	4	3	2	1	N/A
4. Works well with co-workers (team-player)	4	3	2	1	N/A
5. Shows interest in learning other areas of the company	4	3	2	1	N/A

Comments:

Areas of strength:

Areas of weaknesses:

Signature of Staff being evaluated:

Signature of Administration:

Overall Performance:

=====

Operations:

1. Does work schedule need to be adjusted: _____

2. Should employee be given other job responsibilities: _____ If yes, what duties:

3. Has completed Child Care Licensing requirements Yes No

4. Is CPR / First Aid certified Yes No

Other comments:

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**SUNSHINE**
child programs**STAFF DISCIPLINARY REPORT- WORK PRODUCT**

Site Location: _____

Date: _____

Reported By: _____

Time: _____

Employee that is being written up: _____

A detailed written description with first and last name **MUST** be included in this report. This is to be written as soon as the incident occurs. The employee that is being written up **MUST** sign this report before it is sent to Operations. Also, notify your Area Coordinator. _____

Employee Signature: _____

Date: _____

Site Coordinator's Signature: _____

Date: _____

Remarks: _____

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WHITE COPY=STAFF

YELLOW COPY= OPERATIONS

PINK COPY= STAFF PERSONNEL FILE



SUNSHINE
child programs

Sunshine After School Child Care
Time Off Request Form
Hourly Employees

Today's Date: _____ Site Location: _____

Name of Employee: _____ Group: _____

This request must be filled out with ten working days notice! NO EXCEPTIONS

Day(s) requesting off: _____
(month/day/year)

Reason for request: _____

Documentation Provided: _____ YES _____ NO

THIS FORM MUST BE TURNED INTO OPERATIONS WITHIN 24 HOURS!!!

Operations Use Only

Received on: _____
(Date) (Time) (Staff Initial)

Comments: _____

Approved: _____ Denied: _____

Reason For Denial: _____

*** Excessive Time Off may result in probation or termination**

CC: School Site/Employee
Revised 7/27/12

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SAMPLE STAFF TRAINING AGENDAS

Sunshine After School Child Care

New Staff Orientation Training

General Information Overview:

- Philosophy and Goals
- Professional Ethics
- Dress Code Policy
- Drug Free Policy
- Level II Yearly Screening Process
- Staff Evaluation Process
- Staff Attendance & Discipline Policy
- Sexual Harassment Policy
- Accident Agreement Form

Counselor Responsibilities:

- Job Descriptions
- Daily Duties and Responsibilities
- Student Discipline Policy

Communication:

- Proper Use of Walkie-Talkies
- Appropriate Language Use with Students
- Positive Reinforcement and Encouraging Words to Use
- Using Good Judgment when communicating with students and peers

Safety Procedures:

- Emergency Procedures
- Safety Codes
- Buddy System
- Head Counts/Monitoring Groups

Universal Precautions:

- Watch Video
- Importance of Hand-washing

(New Staff Orientation Training Cont'd)

Child Abuse and Neglect Training:

- Overview of Required Training
- Review Laws and Policies for Reporting Abuse
- Procedures for handling possible abuse or neglect
- Student Confidentiality
- How to write an Incident Report

Behavior Management:

- Cooperative Discipline Procedures
- Positive Reinforcement
- Ways to Manage Group Interaction
- Anti-Bullying Training
- Appropriate Discipline
- How to Write a Behavior/Incident Report

Site Manager Meeting Agenda:

9/9/15

Quote of the week:

Challenge yourself with something you know you could never do, and what you'll find is that you can overcome anything.

1. STAFF / STUDENTS

- a. All sheets must ALWAYS be in a 1:20 ratio.
- b. Site Managers are responsible for ensuring their sheets are correct each week. We will no longer move students to ensure ratios on paper. The office is unaware of what children you prefer in what groups / grades, etc...
- c. See your 1:20 ratio sheet
- d. In Service Training sheets need to be started
- e. Licensing Requirements to be met

September	
Cynthia Muri	09/03/15
Nicole Griffin	09/04/15
Emmanuel Joseph	09/05/15
Joleen Steadman	09/05/15
Leslie Mitchell	09/05/15
Michelle Palmer	09/05/15
Marjorie Bernard	09/05/15
Joyce Paultry	09/06/15
Kim Rotunno	09/12/15
Robert Figueroa	09/13/15
Cathy Williams	09/21/15
Robinson Marcelus	09/30/15
Christopher Suarez	09/30/15

2. WEEK # 2 - TO DO – Did we all complete the TO DO list

3. Important Dates – Please complete the NSD / ERD Sign Up sheets and return tonight

- a. September 14th – Holiday Camp / Catholic Schools run as normal
- b. September 17th – Early Release Day for Broward
- c. September 23rd – Holiday Camp / Catholic Schools run as normal

4. Needs Assessment Show and Tell Working Meeting – Broward County Schools

- a. WEDNESDAY, SEPTEMBER 23rd at 2:00 p.m.

Site Manager Signature: _____

Site Manager Meeting Agenda:

10/5/15

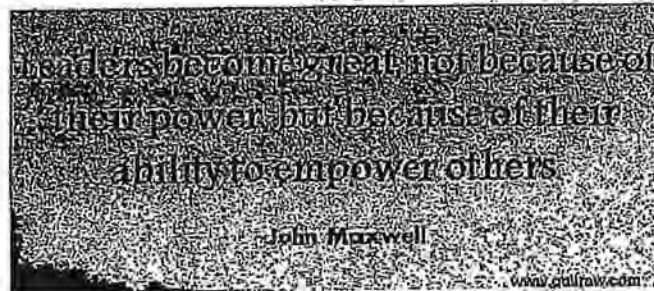
Quote of the week:

**In order to succeed, we must first believe that we can.
-Nikos Kazantzakis**

1. **NEEDS ASSESSMENT BEGINS OCTOBER 1st, 2015 / CHILD CARE LICENSING GOING ON NOW**
 - Be sure to take your show and tell book / monitor folder. Any questions or concerns, see your Area Manager
 - Child Abuse Course** – Destiny (End), Jeanigh (Fwy), Persila (Glades), Isache (Harb), Heather (Mar), Arleen (NA), Miguel (NA), Koi (Panther), Alisha (WCY)
 - Medication Dispense** – Jeanigh (Fwy), Persila (Glades)
 - CPR CARD COPIES NEEDED ASAP** – Amber (Emb), Raquel (Emb), Heather (Mar), Gigi (Pem), Josh (Pem), Kyanna (Stirl), Crystle (Stirl)
2. **STAFF / STUDENTS**
 - a. All sheets must ALWAYS be in a 1:20 ratio.
 - b. Site Managers are responsible for ensuring their sheets are correct each week. We will no longer move students to ensure ratios on paper. The office is unaware of what children you prefer in what groups / grades, etc... **COMPUTER CHANGES AND WITHDRAWALS MUST BE TURNED IN BY WEDNESDAY OF EACH WEEK.**
3. **Important Dates –**
 - a. October 12th – St. Ambrose Closed
 - b. October 14th – Colbert Early Release Day
 - c. October 15th / 16th – Teacher Planning Days for Colbert
 - d. October 16th – Early Release Day for St. Ambrose – going to the Pumpkin Patch
 - e. October 22nd – Early Release Day for Broward County
 - f. October 23rd – No School Day for Broward County – going to the Pumpkin Patch
 - g. October 26th – St. David Closed
 - h. October 30th – No School Day for Dade County – going to the Pumpkin Patch
 - i. October 30th – Halloween Activities

Site Manager Signature: _____

11/2/15 - Site Manager Meeting Agenda



1. Great job on Friday and awesome pictures!!!
2. October Drills to be completed by now!
3. Needs Assessment / Safety Visits
4. Arts and Crafts Projects / Being creative
5. Site Manager Job responsibilities
 - a. Circulating through groups / not staying at the Front Desk
 - b. Ensuring monthly fees are collected
 - c. Giving feedback to staff
 - d. Head Counts all day
 - e. Handling concerns, parents, staff, accidents calmly and effectively
 - f. Taking constructive criticism
 - g. Completing In Service Hours – Are YOU and STAFF signing weekly meeting agendas ?
6. Important Dates –
 - a. November 2nd – Catholic Schools Closed
 - b. November 2nd – ERD for Catholic Schools
 - c. November 11th – No School for anyone / no camp
 - d. November 23rd – 24th – No School Day Camps for Colbert
 - e. November 25th – 27th – Broward CLOSED for Holiday
 - f. November 25th – ERD for St. Ambrose / Regular School day for St. David
 - g. November 25th – No School Day Camp for Dade (Scott Lake)
 - h. November 30th – No School for St. David

In-Service Topic: The importance of Head Counts / Safety

Trainer: Marisa Liona – 1 hour

For Staff: Site Manager is the trainer – 30 minutes

Site Manager Signature: _____

Staff Weekly Meeting Agenda:

Monday: - Following Activity Schedules / Being creative

Tuesday: - Dress Code (Again) / Cell Phone Policy (Again)

- Pants / Long Shorts -- Must be black or khaki. No spandex, yoga, sweat pants
- No facial piercings
- No visible tattoos
- Must have on Sunshine Shirt at all times
- No Cell Phones at any time
- Should not be out on tables, in back pockets, in purses, etc...

Wednesday / Thursday: - Important things to do daily

- Walking around your group / not sitting / not standing on once place
- Speak to the kids with respect / not sarcasm
- Engage in activities and conversations
- Head Counts every time you move or more
- Watching who and how long kids are sent to the restroom

Friday: - What are you doing that's creative each Fun Friday

In-Service Topic – Student Allergies and Medications

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

Staff Signature: _____ Staff Signature: _____

2/8/16

Monday: - Rainy Day Schedules / Cool weather schedules
-Be cautious of who your sending as walkers
-Outside schools be more careful. Have an umbrella and someone in the hallways if needed

Tuesday: -Staff Compliance – Do you know when to start a class / complete classes?
- Staff Training – Many new employees who need to be trained
-All new employees and any employees who need more training need to attend
-No time off will be approved for February 16th – March 18th
-Staff will have many days off during this time.

Wednesday: - Monitor Visits – Do you know what they are about?
- Licensing
- CSC
- Needs Assessment

Thursday: - Rainy Day Schedules
-PE in the cafeteria or classrooms
-No Movies
- Art projects , games, team building games, BE CREATIVE!!!

In-Service Topic – Rainy Day Schedules

Staff Signature: _____	Staff Signature: _____
Staff Signature: _____	Staff Signature: _____
Staff Signature: _____	Staff Signature: _____
Staff Signature: _____	Staff Signature: _____
Staff Signature: _____	Staff Signature: _____
Staff Signature: _____	Staff Signature: _____

IN-SERVICE TRAINING RECORD CHILD CARE FACILITY

Employee Name: July 1, 2015 through June 30, 2016

A new log is required each fiscal year (July 1-June 30) for the purposes of documenting annual In-service training and copies of supporting documents (i.e., certificates, training transcripts, diplomas, agendas) must be attached. Additional copies of this log may be printed as needed.

NOTE: Supporting documentation is not required for state approved courses taken as In-service training. The signature of the trainer is sufficient to document course attendance.

Date	Subject	Agency and Trainer	# of hrs. (to CEU)	Signature of Trainer or Signature of Director/Owner/Operator
		Agency:Sunshine Trainer:		
		Agency:Sunshine Trainer:		
		Agency:Sunshine Trainer:		
		Agency:Sunshine Trainer:		
		Agency:Sunshine Trainer:		
		Agency:Sunshine Trainer:		

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Sunshine After School Child Care, Inc.

After School Care and Summer Camp
Staff Training Handbook



SUNSHINE CHILD PROGRAMS

AFTER SCHOOL CARE,

WINTER, SPRING, NON SCHOOL DAYS

AND SUMMER CAMP

STAFF TRAINING HANDBOOK





SUNSHINE
child programs

Sunshine Child Programs After School Care Staff Training 2015-2016

GENERAL INFO. AND POLICIES

SUNSHINE CHILD PROGRAMS – STAFF PLEDGE

As a Professional Child Care Worker and a member of our Sunshine Family. . .

I pledge to always put the SAFETY and WELL BEING of the students in my care first, 100% of the time.

I pledge to provide a supportive and nurturing environment where every child feels they are treated with respect, fairness and listened to at all times.

I pledge to be a punctual, honest and cooperative team player while I am at work.

I pledge to always teach positive behavior and be a role model by speaking, dressing and acting professionally.

I pledge to follow Sunshine's Policies and Procedures in order to be the best I can be at what I do EVERYDAY!

As a proud member of the Sunshine Family, you now represent what the word "Sunshine" symbolizes:

S = Safety & Security is our #1 priority!

U = Understanding

N = Nurturing

S = Sensitive to others

H = Honesty

I = Integrity

N = Neat, Professional Appearance

E = Excited to come to work!

MISSION STATEMENT

“Changing Child Care One School At A Time”

The Mission of Sunshine Child Programs is to provide the schools and families we serve, with high quality child-care programs that are developmentally appropriate for children in a safe, nurturing, and enriching environment.

PHILOSOPHY

Sunshine Child Programs is based on the belief that the hours a child is away from home and in our care, that we should and will provide many opportunities for their physically, socially, emotionally, and intellectual growth and development. All of our programs are designed to facilitate opportunities to grow in all of these areas.

PROFESSIONAL ETHICS

All employees of Sunshine Child Programs are expected to exhibit at all times, good moral character and professional ethics, both on and off the job. We pride ourselves in being positive role models for the children in our care; therefore, we have high expectations for our staff. We expect counselors to dress appropriately by wearing clean staff shirts and proper attire. The use of inappropriate slang, curse words, or gestures is strictly prohibited. Music or videos played for students at any time must be approved by your Site / Area Manager first. Staff is never permitted to use force with any students. Students are never permitted to sit on the laps of staff or swung around. Counselors are to use good judgment when managing and disciplining children at all times.

***WHEN IN DOUBT, ASK!**

***Employees MUST self report any arrests within 24 hours to Operations / Management**

TIME OFF REQUEST / ABSENCE POLICY

If it necessary for an employee to be absent or late from work for any reason, the Main Office (954-236-8850) must be notified no later than 10:00 a.m.. Leaving a message will not be accepted as proper notification. You must speak to your Area Manager. Any absences that are not called in will be considered a “No Show”. This will not be tolerated. Excessive time off / calling out will result in termination. Any pre-planned absence or vacation MUST be submitted two weeks prior to the absence. This must be requested on a “TIME OFF REQUEST FORM”. All Time off Request forms will be either approved or denied by Operations. Time off requests will not be approved for doctor, school or personal appointments. Those appointments should be scheduled prior to 1:30pm.

Please make every effort not to be absent. The students in your care are depending on you!

On Early Release Days (once a month), you are expected to report to work by 11:30am. If needed, Sunshine will provide your school, other job, etc a letter of excuse.

Please be aware that you are expected to work on all non-school day camp programs.

Non-school day camp programs are NOT considered employee time off. During Teacher Planning Days, Winter, Spring and Summer Camps, you are expected to work.

During Summer Camp months, no more than ONE WEEK vacation time will be approved off by administration.

DRESS CODE POLICY

Khaki or Black Pants / Khaki or Black Cargo Shorts

Yoga / Spandex / Leggings / skin tight clothes are NOT permitted

Sunshine blue T-Shirt

All visible tattoos are to be covered.

No piercing is permitted except for earrings.

Closed toes shoes must be worn at all times.

All employees must be well groomed to Sunshine standards.

School Board Vendor Badges must be worn at all times.

Hats are to be worn outside only.

(All clothing apparel is to be clean and worn correctly)

We expect our staff to dress appropriately at all times during work hours.

Any item of clothing that displays the Sunshine name is not to be worn outside of a working shift.

BLOGGING

We recognize that employees may engage in "blogging" while off duty. "Blogging" may include posting information on one's own or on someone else's web log, journal, diary, personal web site, social networking, bulletin board or chat room on the internet.

Please be mindful that any postings, even if done off premises and while off duty, could have an adverse affect on the Company's legitimate business interest. Therefore, all employees are forbidden to defame or discredit the products or services of the company, to use the company's logo or trademark, or to post complaints or criticism. No employee is to involve any of their job related functions or Sunshine in any type of "blogging".

EMPLOYEE EVALUATIONS

All employees will be evaluated twice per school year based on job performance, attitude, and attendance. We strongly encourage our staff to set performance goals for themselves and to maintain a positive working atmosphere by behaving and communicating in a professional manner. Advancements and incentives are given to staff members who exemplify these high standards on a regular basis.

TELEPHONE CALLS / CELL PHONE

Personal phone calls should neither be made nor received during work hours on personal cell phones or the After Care programs phone lines. Emergency phone calls should be made **ONLY** at the Front Desk if a supervisor is called to cover your group.

Cell phones **ARE NOT** to be in your possession during work hours. If you bring in your cell phone, it is to be turned off and placed at the Front Desk or in the storage area. Cell phones are a safety issue in case of a bomb scare / threat or an emergency evacuation. You may give out the Main Office number (954-236-8850) or your sites phone number as an emergency contact. Sunshine will ensure that you are located and notified immediately.

Cell phone cameras (or any other cameras) may not be used to photograph any child during after care hours or camp programs. Any type of unauthorized photography will lead to immediate termination. Cell phone cameras may not be used to take pictures of fellow employees or other persons at any time during your work hours.

All Sunshine staff is reminded that text messaging or calling minors is against the law.

DRUG POLICY

Sunshine Child Programs requires that all employees pass a mandatory drug test screening before they are hired. Sunshine reserves the right to randomly select employees for testing based on certain safety sensitive positions. When an employee exhibits behavior of impairment drug and or alcohol testing may be utilized. The employee will be removed from the work site pending test results.

The drug policy prohibits the following.....

1. The use, possession, solicitation, sale or manufacture of illegal drugs, controlled substances, alcohol, and or prescription medication.
2. Being impaired or under the influence of illegal or legal drugs or alcohol on company or customer premises or performing job duties.

ANY EMPLOYEE VIOLATING ANY OF THE ABOVE IS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE FOR THE FIRST OFFENSE.

EMPLOYEE HOURS

Counselors are expected to report to work on time daily and stay until their scheduled time unless a Site / Area Manager directs them differently. Counselors scheduled time may vary due to student enrollment.

PAYROLL

Under all conditions it is the responsibility of the staff member to sign in and out everyday they report to work. This should be done by checking in with the front desk staff or site supervisor when arriving at the site, and prior to leaving for day. If you fail to sign in or out, you will be considered a no show and will not be paid for the day. At the front desk there is a payroll sheet where the employees' time should be written in for arrival and departure. This time is then verified by the employee initialing next to it and verified by the front desk initialing next to it.

DISCIPLINARY ACTION AND TERMINATION POLICY

Upon notification that an employee has failed to adhere to the policies and procedures set forth by Sunshine Child Programs, the following discipline actions will be implemented.

First Offense:

The first time you fail to follow any of the policies and / or procedures set forth by Sunshine Child Programs, you will receive both a verbal and written warning.

Second Offense:

Upon notification of a second offence, you will receive written notification that you are being placed on probation and that your employment with Sunshine is in jeopardy.

Third Offense:

Should a third offence occur, your employment with Sunshine will be terminated immediately.

If an employee commits a serious offense such as inappropriate touching or hurting a child, willful neglect, or supervision duties causing serious safety concerns or the use of profanity or hostile actions, Sunshine reserves the right to immediately dismiss the employee without the use of the above disciplinary action steps.

Important Information / Policies

Payroll Rules and Regulations

Signing in / out –

Under all conditions it is the responsibility of the staff member to sign in and out everyday they report to work. This should be done by checking in with the front desk staff or site supervisor when arriving at the site, and prior to leaving for the day. At the front desk there is a payroll sheet where the employees' time should be written in for arrival and departure. This time is then verified by the employee initialing next to it and verified by the front desk initialing next to it. If an employees name or position is not on the time sheet their name should be written in. The Site Manager will then verify correctness and sign off at the bottom of the payroll sheet before submitting it to the office.

If an employee does not sign in and out prior to submitting the time sheet to the cooperate office they will not be paid.

***employees must also sign in and out under the correct position (Coun, ESE, Coor, FD, etc...).**

Pay Rate / Pay Raises –

All pay rates and pay raises are approved through Sunshine operations and are dictated by the CSC grant and Sunshine's pay scales. An employee's initial pay rate will be given prior to hire based on qualifications. If an employee would like to request a raise or feels that their pay rate is incorrect a written notification must be given to their area manager who will then process their request through Sunshine operations. It is important to remember that the first thing sunshine operations looks at prior to giving any pay increase is if the employee has completed the state mandatory 40 hours in childcare courses. These courses are offered online and registration can be set up through the Sunshine licensing department.

Pay Inquiry –

If an employee feels that they were issued a paycheck that was incorrect they must turn in a Sunshine pay Inquiry form. This form is available at the sites front desk or at the Sunshine corporate office. All areas of this form must be completed. If the form is not completed in full the inquiry will not be processed. Most pay Inquiry forms are processed and approved by the following pay check, but employees should allow two weeks for their hours to be looked up. When an employee is approved to be reimbursed hours they will be paid on the next paycheck following the approval.

Employee Print Name : _____

Employee Signature : _____ Date: _____

Important Information / Policies

Dress Code Policy

Our Company prides itself on being a step above other child care providers by striving to provide its highest quality child care available in all programs. In order to insure that our employees present a positive image at all times, we feel it is necessary to incorporate a mandatory dress code policy.

Sunshine will continue to provide 2 Sunshine staff shirts for all of our staff. Shorts, pants, and sneakers are to be the responsibility of each employee. All clothing apparel is to be clean and worn correctly. Additional Sunshine shirts may be purchased.

Counselors

Sunshine Aqua Blue T – Shirt

ONLY Khaki or Black, Pants or Shorts (shorts must be appropriate)

(Shorts must be no shorter than 1" above the knee)

(Basketball / Swim shorts are not permitted)

All staff is expected to wear their lanyard and ID badge everyday. ID badges are NOT to be taken home. They are to stay at the site. Shorts and pants may not be baggy or worn below the waist. No excessive jewelry, facial piercing, or visible tattoos are permitted during working hours.

When our staff arrives to the school site, it is expected that each and every employee will represent our company beyond reproach. Parents and School staff are always watching and we want them to see that Sunshine Child Care staff is dressed for success, well spoken, and model leadership for our students at all times.

Upon arriving at the school site please be sure that you park in the designated areas, your car radio is not blasting, and that you enter the school through the main office.

I have read and understand that I must adhere to the mandatory dress code policy with employment at Sunshine Child Care.

Employee Print Name : _____

Employee Signature : _____ Date: _____

Important Information / Policies

Cell Phone Policy

Personal cell phones are not to be in your possession while working at a site during your employment hours. Personal phone calls should be made only at the front desk using the land line and for emergencies only. You may give out your work site phone number as an emergency contact. Sunshine will make sure that you are located and notified immediately if you receive a phone call.

Cell phone cameras (or any other cameras) may not be used to photograph any child during camp programs. Any type of unauthorized photography will lead to immediate termination. Cell phone cameras may not be used to take pictures of fellow employees or other persons at any time during your work hours.

All Sunshine staff is reminded that text messaging or calling minors is against the law. Sunshine also prohibits communication between Sunshine staff and children through the usage of *Instagram, Facebook, Snap Chat* or any other internet social network website.

Employee Print Name : _____

Employee Signature : _____ Date: _____

Blogging

We recognize that you may engage in "blogging" while off duty. "Blogging" may include posting information on one's own or on someone else's web log, journal, diary, personal web site, social networking, bulletin board or chat room on the internet.

Please be mindful that any postings, even if done off premises and while off duty, could have an adverse affect on the Company's legitimate business interest. Therefore, all employees are forbidden to defame or discredit the products or services of the company, to use the company's logo or trademark, or to post complaints or criticism. No employee is to involve any of their job related functions or Sunshine in any type of "blogging".

Employee Print Name : _____

Employee Signature : _____ Date: _____



SUNSHINE
child programs

The Department of Children and Families Child Care Licensing and Enforcement require that all staff working with children must complete a minimum of 40 hours of child care training. **All Sunshine staff MUST begin the required 40 hours of training within 90 days of employment and complete the training within a year of their employment.**

As you are aware, it is your responsibility to complete all necessary coursework and tests in order to remain gainfully employed by Sunshine Child Programs. Sunshine will contact employees needing to begin their 40 hours of training. **The employee will be responsible for paying \$10 to start one online class within 90 days of their start date.**

If you do not start your 40 hours within 90 days of employment, your employment with Sunshine will be terminated. We do not want this to happen. We are here to assist you in any way that we can to help you fulfill this requirement.

Sincerely,
Sunshine Compliance Department

(Print name)

(Signature)

(Date)

Start Date _____

Termination Date _____

Re-Hire Date _____



SUNSHINE
child programs

SUBSTANCE ABUSE POLICY & CONSENT

I hereby authorize and give full permission to Sunshine Child Programs and/or their third party screening company, physician or laboratory to send a specimen of my urine, hair and/or blood to a laboratory to test for the presence of illegal drugs and controlled substances taken in a manner not consistent with prescription use. I understand Sunshine Child Programs will use the results of such tests to make employment-related decisions regarding my employment with them or client customers, and I will release and hold harmless Sunshine Child Programs, its owners, affiliates, management and its client customers and the testing facility and/or lab from any claims, charges or causes of action related to this testing and/or use of its results. I authorize Sunshine Child Programs to release drug and/or alcohol test results to any state or federal agencies, client companies, the Medical Review Officer, and any of Sunshine Child Programs' insurance carriers. I release and hold harmless Sunshine Child Programs for any action(s) that may result from this release. I understand this policy and authorization. I have been informed that any questions I may have about the drug and/or alcohol test will be answered.

IN ACCORDANCE WITH THE POLICY OF, SUNSHINE CHILD PROGRAMS AND THIS AUTHORIZATION AND CONSENT, I UNDERSTAND SUNSHINE CHILD PROGRAMS WILL REQUIRE A DRUG TEST WHENEVER AN ON-THE-JOB ACCIDENT OR INJURY IS REPORTED, AND IN ACCORDANCE WITH STATE LAW. SUBSTANCE ABUSE POLICY

Sunshine Child Programs is dedicated to maintaining a drug-free environment for our clients and employees. Sunshine Child Programs is committed to only hiring employees of good character, and we consider the use of illegal drugs to be criminal activity. To that end, the following substance policy is in effect for all current and future employees of Sunshine Child Programs.

THIS POLICY EXPRESSLY PROHIBITS:

- The use, possession, solicitation, sale or manufacture of illegal drugs, controlled substances, alcohol and/or prescription medication used in a manner inconsistent with the prescription while on company or customer premises or while performing company business.
- Being impaired or under the influence of legal or illegal drugs or alcohol on company or customer premises or while performing company functions. When an employee experiences side effects from prescribed medication that may impair his/her ability to perform his/her job safely and properly, it is the responsibility of the employee to notify Sunshine Child Programs. For the purposed of this policy, testing positive on a drug test or testing .04 bac or higher on an alcohol test will be considered prima facie proof of "being impaired or under the influence".
- A felony charge for possession, use, solicitation for or the sale of legal or illegal drugs, alcohol or prescription drugs must be reported to Sunshine Child Programs Management. Aforementioned charges will subject the employee to disciplinary action up to and including discharge.

ANY EMPLOYEE VIOLATING ANY OF THE ABOVE IS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE FOR THE FIRST OFFENSE. SUNSHINE CHILD PROGRAMS WILL DRUG TEST FOR THE FOLLOWING:

I. WORK PLACE ACCIDENTS/INCIDENTS—Any employee of Sunshine Child Programs be required to submit to a drug test if he or she is involved in a work place incident which results in injury or illness to the employee or any other person, or in instances of property damage estimated to be \$500 or more. All employees of Sunshine Child Programs have an obligation to report any workplace injury, regardless of how

minor they appear. If either the employee or the Company determines that medical attention/care is necessary, then the employee will be required to undergo a post-accident drug test. In accordance with appropriate Workers' Compensations Laws in the states within which we operate, insurance coverage for the injury may be denied if the results of such tests are positive for illegal drugs, alcohol and/or illegally used prescription medications.

2. EMPLOYMENT DECISIONS—Applicants/Employees of Sunshine Child Programs may be required to take a drug test in order to be eligible for certain job assignments or to be eligible for continuing and assignment (periodic announced) with a client. Any applicant who refuses to submit to a pre-employment drug screening will be deemed ineligible for Hire with Sunshine Child Programs. Failure of the employee to pass a drug test will result in termination from Sunshine Child Programs. Any Sunshine Child Programs Employee or applicant who refuses to submit to a drug and/or alcohol test under the terms of this policy will be terminated or denied employment.

3. RANDOM SELECTION—Sunshine Child Programs reserves the right to randomly select employees for testing based on certain safety-sensitive positions. Prior to initiating random selection testing, Sunshine Child Programs will announce the terms and conditions to the affected group and/or groups of employees.

4. FOR CAUSE/REASONABLE SUSPICION—When an employee exhibits behavior which is consistent with the contemporaneous physical evidence of impairment, drug and/or alcohol testing may be utilized. The evidence will be documented, and the employee will be removed from the job site pending the results of the aforementioned tests. Results of all drug and/or alcohol tests will be treated confidentially within the scope of what is outlined in the Authorization and Consent form. Employees of Sunshine Child Programs who test positive or come forward with a substance and/or alcohol-related problem may request referral to local public agencies that provide rehabilitation and counseling services. The financial obligation of these aforementioned services will remain the responsibility of the employee, and not Sunshine Child Programs, except within the normal coverage under an existing insurance plan.

I have read and understand the substance abuse policy of Sunshine Child Programs.
If employed by Sunshine Child Programs, I will abide by this policy.

SIGNATURE

DATE

PRINT NAME

Marisa Lirona
SUNSHINE CHILD PROGRAMS STAFF SIGNATURE

DATE



JOB DESCRIPTION AND EMPLOYEE AGREEMENT

Position Title:	Child Care Counselor
Qualifications:	Standard High School Diploma or satisfactory completion of any GED program Must be at least 18 years of age or older Pass mandatory drug test screening
Pay Scale:	Varies
Hours / Days of week:	<u>Monday – Friday</u> 1:30 p.m. – 5:30 p.m. (*typical hours) / Select locations 2:30 p.m. – 6:00 p.m. <u>Early Release Days:</u> staff must report 2 hours prior to regular working hours to designated site. <u>Teacher Planning Days:</u> Sites are open from 7:00 a.m. – 6:00 p.m. Staff will be asked to give availability for these days. Staff is required to be available from at least 1:30 p.m. – 5:30 p.m. <i>(Sunshine reserves the right to adjust employment hours according to enrollment and our staffing needs daily)</i>
Training Requirements:	Workshop # 1: Orientation and After Care Introduction <i>(Workshop will be provided by the Training Department at the time of hire. Other trainings will be available if interested in advancement)</i> All staff will be required to complete 40 hours of state mandated child care training within one year of employment. One online course must be completed within 60 days of hire. Must complete all counselor trainings and workshops.
Dress Code:	Khaki Pants / Black Pants / Jean Pants / Jean Shorts <i>(Jeans with print or patch work are <u>not</u> permitted)</i> Sunshine blue T-Shirt All visible tattoos are to be covered. No piercing is permitted except for earrings. Male employees are not permitted to wear earrings. Closed toes shoes must be worn at all times. All employees must be well groomed to Sunshine standards. School Board Vendor Badges must be worn at all times. Hats are to be worn outside only. <i>(All clothing apparel is to be clean and worn correctly)</i>
Goal:	To provide direct supervision and leadership. To ensure that the students in our care are provided with safe and enriching student activities.

ESSENTIAL JOB PERFORMANCE RESPONSIBILITIES

- * Provide direct supervision of play areas and activities to ensure the safety and security of children.
- * Supervise and / or facilitate activities or areas to provide appropriate experience for children.
- * Set and maintain appropriate standards for the children's behavior using non punitive methods which teach self discipline while supporting children's self esteem.
- * Assist in procuring equipment and supplies for planned activities.
- * Assist with the planning and implementation of arts and crafts.
- * Ensure adherence to all safety and security plans and procedures.
- * Assume and maintain overall responsibilities for cleanliness of site.
- * Provide timely input on needed program supplies and materials.
- * Maintain a cooperative relationship with all other staff members.
- * Present yourself professionally to all individuals and refer questions and / or concerns to the Site Supervisor.
- * Perform and promote all activities in compliance with the equal employment and nondiscriminatory policies of the School Board of Broward County and Sunshine Child Programs.
- * Participate successfully in the training program offered to increase the individual's skills and proficiency related to the assignment.
- * Perform other job duties as assigned by the On Site Supervisor.
- * Follow School Board standards, Children and Family Services standards and Federal and State Laws.
- * Ensure correct accountability of children placed in your care by doing a physical count at all times.

I have read and agree to fulfill the job performance responsibility as outlined above. I also understand that I am under a 90 day probation period in which my tardiness, absentee and performance will reflect on the possibility of future pay increase and even future employment.

Print Name

Date

Signature

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Board of County Commissioners, Broward County, Florida

HUMAN SERVICES DEPARTMENT

Community Partnerships Division

Child Care Licensing and Enforcement Section

PERSONNEL RECORD

Child Care Provider Sunshine Child Care

License/Registration Number _____

Name _____ Phone _____

Address _____ Date of Birth _____ Sex _____

Date of Employment _____

Emergency Contact _____ Relationship _____

Address _____ Phone _____

CHECK ONE:

☐ Operator / Provider

☐ Substitute

☐ Alternate Substitute

☒ Employee

☐ Volunteer

☐ Other

Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Hours Worked Daily: _____

Hours Worked Weekly: _____

Hours Worked Monthly: _____

Hours Worked Yearly: _____

TRAINING	ENROLLMENT	INITIATION	COMPLETION	CERTIFICATE #	EXPIRATION
40 Hours					N/A
5 Hr Literacy					N/A
6 Hours					N/A
Infant					N/A
Large 10 Hrs					N/A
CDA	N/A	N/A			

*Form must be kept on file.

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Human Services Department
 Community Partnerships Division
 Child Care Licensing and Enforcement Section
 2995 North Dixie Highway • Fort Lauderdale, Florida 33334 • 954-357-4800 • FAX 954-357-7446

Our Best.
 Nothing Less.



Background Screening Affidavit for Individuals Background Screened by the School Board of Broward County, Florida, pursuant to Chapter 1012, F.S.

Before me this day appeared _____, who duly being sworn says:
(Name of Teacher and or Non-Instructional Personnel)

I, the undersigned Applicant, do hereby solemnly swear or affirm that:

I have been background screened and fingerprinted by the School Board of Broward County, Florida, pursuant to Chapter 1012, Florida Statutes, and I am in compliance with the provisions for good moral character set forth in Section 402.305(2), Florida Statutes; and

I have not been unemployed for more than ninety (90) days.

 Signature of Affidavit

Sworn and subscribed before me on this _____ day of _____, 20____

 SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

 (Print, Type or Stamp Commissioned Name of Notary Public)

(Check one)

☐ Affiant personally known

☐ Affiant produced identification

Type of identification produced DL #



CHILD CARE AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of Broward

Before me this day personally appeared _____ who, being duly sworn, deposes and says:
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with Sunshine Child Care, 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 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	<u>kidnapping</u>
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

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Chapter 847	obscene literature
Section 874.05(1)	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 Sunshine Child Care 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 OF AFFIANT: _____

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 OF AFFIANT: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

☐ Affiant personally known to notary

OR

☒ Affiant produced identification

Type of identification produced: DL#

Board of County Commissioners, Broward County, Florida
HUMAN SERVICES DEPARTMENT
Community Partnerships Division
Child Care Licensing and Enforcement Section

CHILD ABUSE AND NEGLECT TRAINING

This statement is to verify that on _____
(Date)

(Name of Employee) read the child abuse pamphlet, "Child Abuse and Neglect in Florida, A Guide for Professionals," accessible on the Child Care Licensing and Enforcement website.

Signature of Employee

Signature of Operator/Director

AIDS AND HIV INFECTION TRAINING

This statement is to verify that on _____
(Date)

(Name of Employee) read the manual, "A Staff Manual About AIDS and HIV Infection for Child Care Centers," accessible on the Child Care Licensing and Enforcement website.

Signature of Employee

Signature of Operator/Director



Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s. 39.201 of the Florida Statutes (F.S.).

- * Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. "Child Abuse or Neglect" is defined in s. 39.201, F.S., as "harm or threatened harm" to a child's health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child's welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
 - Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
 - Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)
- * Reports must be made immediately to the Florida Abuse Hotline Information System by
 - Telephone at 1-800-96-ABUSE (1-800-962-2873), or
 - Fax at 1-800-914-0004, or
 - Online at <http://www.dcf.state.fl.us/abuse/report/>.
 - * Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree. **Remember**, it is each child care personnel's responsibility to report suspected abuse and/or neglect.
 - * All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.
 - * It is important to give as much identifying and factual information as possible when making a report.
 - * Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
 - * For more information about child abuse and neglect, visit the Department's website at www.myflorida.com/childcare and select "Training Requirements." The Department offers a 4-hour *Identifying and Reporting Child Abuse and Neglect* course for child care providers. This course is an overview of the various types of abuse and neglect, indicators that may be observed, the legal responsibility of mandatory reporters, and the proper procedure for reporting abuse and neglect, as required by ss. 402.305(2) and 402.313(1), F.S. The course is offered both online and instructor-based throughout Florida.

This statement is to verify that on _____, 20____, I, _____

Date

Print Name of Employee

Read and understood the information and my mandated reporting requirements.

Signature of Employee (for facility or large family child care home)

Signature of Operator



Sunshine Child Programs
After School Care
Staff Training 2015-2016

**STUDENT
BEHAVIOR AND
DISCIPLINE**

PUNISHMENT VS DISCIPLINE

Discipline involves staff telling the children what the limitations are for their behavior, explaining the consequences of misbehavior & examining alternate ways to meet the child's needs. Children who have been treated fairly will learn to control their own behavior.

Punishment involves the staff telling the child what NOT to do & the child avoiding that behavior due to fear of the consequences. When punished, children feel humiliated & bad about themselves. They do not learn self-control, but instead learn to hide their misbehavior.

POSITIVE STAFF/CHILD INTERACTION TECHNIQUES

1. Children need to have their feelings accepted & respected

- a. Listen quietly & attentively
- b. Acknowledge their feelings with a word
- c. Give their feelings a name
- d. Give the child their wish in fantasy

Some DON'TS to consider: Denial of their feelings, being too philosophical, personal advise, accusing questions, defense of others, pity, over empathetic responses

2. Engage a child's cooperation

- a. Describe what you see or what the problem is
- b. Give information
- c. Say it with a word
- d. Describe what you feel
- e. Write down the rules

Some DON'TS to consider: Blaming & accusing, name calling, threats, lectures, warnings, comparisons, sarcasm, prophecy

3. Teach - Don't Punish

- a. Express your feelings strongly
- b. State your expectations
- c. Show the child how to make amends
- d. Give the child a choice
- e. Problem-Solve

Step 1: Talk about the child's feelings

Step 2: Talk about your feelings

Step 3: Brainstorm together to find an agreeable solution

Step 4: Select agreeable solution

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4. Needs of Children & What Influences Their Behavior

- Recognition
- BASIC Attention
- Positive Physical Environment
- Activities and Choices
- Positive Social Grouping (Age & Group Size)
- Rules (How they are Communicated)
- Consequences (Both + or - Behavior)

Methods of Reinforcement

5. Strategies & Interaction – Methods to Positively Guide a Child's Behavior

- Supervision
- Concise & Positive Rules
- Tone of Voice
- Reflection
- Eye Contact
- Open Ended Questions

6. Behavior Styles

Misbehavior is behavior that is defiant of the rules, may be dangerous or happens frequently

Recommended Response:

Warning- State specifically what you want the child to stop & specifically what the consequences will be if they do not stop. Be sure to enforce all consequences. Postpone privileges/ redirect to another activity.

Establishing Rules and Routines

Establish the Rules Immediately as the School Year Begins

- a. Use inside voices at all times
- b. Walk at all times, there is no running in the building
- c. When in the cafeteria for snack time you must raise your hand to use the restroom or water fountain
- d. You should be respectful to your peers at all times
- e. Keep your hands, feet and objects to yourself
- f. Speak with appropriate language
- g. Sit in your assigned area while in the cafeteria and classroom
- h. While an adult is talking, you should STOP, LOOK and LISTEN to Directions
- i. Play kindly with others and remember to share
- j. While playing outdoors, play fairly and safe. Pushing, tripping and fighting is not permitted

Communicating with kids

Have patience and encourage independence

- * Let the children make choices
- * Show respect for children's struggle
- * Do not ever discourage
- * Take the time to listen whether the child is "right" or "wrong"
- * Let the children answer for themselves
- * Use "NO" minimally.

Alternatives to "NO": give information, describe the problem, say yes with an alternative, say let me think about it.

Praise: Describe what you see and how you like it.

SUNSHINE DISCIPLINE POLICY

Step 1: First take the child aside and quietly speak to him / her about their behavioral concern.

Step 2: Then place the child in time out. Time out must be age appropriate and not inappropriate. Example a child may be moved to an area away from the group. You MAY NOT have a child sit in the sun, raise their hands in the air, walk laps, write lines or stand in a corner facing the wall. Be sure when placing a child in time out that they understand WHY they are being placed there.

Step 3: The second time there is a behavioral issue with the same child, you are to call your Site Manager to your group. You are to repeat step 1. At this point, the Site Manager will write the child a behavior report and their parents will be spoken to.

Step 4: The third time there is a behavioral issue with the same child, you are to repeat Steps 1 – 3. At this point, your Site Manager will suspend the child from Sunshine After Care and get the School Administration involved.

**** Please note – not all behavioral concerns warrant a behavior report and or a time out.
Listen to what your children have to say before you determine your next steps of discipline ****

STUDENT BEHAVIOR AND DISCIPLINE

QUESTIONS AND ANSWERS

1. **Q:** If I can't control one of my students, what do I do?
A: First talk to the child one on one. Second, place the child in time out (remember, if a child is 5 yrs. old, they only sit in time out for 5 minutes). If that does not work, call your site supervisor immediately. Do not send the child to the front desk or state the problem over the walkie talkie.
2. **Q:** If children start to physically fight, how do I stop it?
A: First instruct the children to STOP! If the fight continues, try to separate the children. Call a Site Supervisor immediately.
3. **Q:** How do I identify a bully in my group?
A: Look for the following signs
 1. Name calling (verbal abuse)
 2. Pushing, kicking (physical abuse)

****"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students.
4. **Q:** Who is responsible for writing behavior reports?
A: Only Site supervisors are allowed to write behavior reports. Counselors are responsible for giving the Site supervisor the accurate information on the child's behavior.
5. **Q:** Am I allowed to physically reprimand a child?
A: YOU ARE TO NEVER TOUCH A CHILD IN ANY WAY!

REMEMBER: Every day is a new day. If a child misbehaves on Monday, Tuesday is a different day. Do not carry hard feeling over to another day.



Sunshine Child Programs After School Care Staff Training 2015-2016

SAFETY AND SECURITY

STAFF INJURIES

If a staff member is injured while performing his / her job responsibilities, it **MUST** be reported to a Site / Area Manager immediately. Proper forms **MUST** be completed before leaving your work location the same day.

INCLEMENT WEATHER ALERT

A weather radio broadcast system is used to alert the Front Desk of increment weather warnings. The Site Managers will alert the Site Coordinator and the Area Manager to determine a plan of action. Thunderstorms and tornado warnings are the most common weather alerts that require all staff and students to come into the building for safety. Alternative student activities must be planned for these times. You must be aware of weather conditions while outside and be conscious of your surroundings.

FIRE DRILLS

Fire drills will be conducted twice a month required by the Broward County Department of Children and Family Services. When a fire drill begins, everyone should exit the building using the designated evacuation map located in your counselor folders and in all classrooms. Counselors need to familiarize themselves with these maps and evacuation routes. Children are to file out of the building in a silent, single file line. Once the entire group has reached the designated area, the counselor is to do a physical head count and call in the count to the Front Desk Staff to ensure all children have made it safely out of the building. Counselors will be notified when the fire drill is over and when it is safe to return to the building. Counselors must supervise the students at ALL TIMES.

TORNADO DRILLS

Tornado Drills will be conducted every three months required by the Broward County Department of Children and Family Services. When conducting a Tornado Drill, all children are to squat down under a desk or table. If children are in a hallway, they are to lean up against the wall and squat down. All children must be quiet, away from doors and lights are to be turned off. 198-

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- A Code Red lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

– Lock Down

Limited movement in the building by authorized personnel (Site Manager and Site Coordinator)

- A lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.)

Code Blue – Medical emergency

Trained personnel should be called immediately.

Code Black – Bomb Threat

Turn off all walkies-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by Site Coordinator, Area Manager and/or Site Manager.

Code Green – All Clear

Relocation of students may be required

Code Brown – Threat / Incident Shelter in Place

Relocation of students may be required

Emergency Procedures

The following steps are to be taken immediately for a:

- Missing Child
- Fire
- Serious Injury
- Intruder on Campus

NOTE: *Middle and High School students are NOT permitted on campus while After Care students are there. Call School Site Manager to speak with group and ask them to leave. If they refuse, call the police.*

***Missing Child:**

1. Check all school documents first:
 - a) Absence list
 - b) Early Sign Out Sheet
 - c) Change in Dismissal sheet
2. All counselors check their group for missing child.
3. Alert school administration.
4. Call your Area Manager immediately.
5. Call parent.
6. Remain calm.

***Fire:**

1. Pull fire alarm. Evacuate the children following the fire drill procedures.
2. Counselors MUST do a head count immediately so that no child is left inside.
3. Counselors call into the Site Managers when they have cleared the building and have completed their head count.
4. Counselors are to keep the children quiet and organized.
5. Front Desk staff takes with them: attendance sheets, sign out sheets, student phone numbers, and any payment money.
6. Remain calm.

***Serious Injury:**

1. Counselor alerts Site Manager of injury, location, child's name
2. Both Site Manager and School Site Manager go to location to assess injury.
3. Bring and wear disposable gloves!
4. Do not move child. Call 911 for ambulance.
5. Front desk pulls all information on child and an injury report.
6. Counselor moves the rest of the children from the area and calms them down.
7. Call Area Manager and the Corporate Office to report immediately.
8. If available, notify school administration.
9. Notify parent.
10. If parent is unable to get to site and child needs to be transported, send parent direct to the hospital. The School Site Manager or Site Manager then needs to follow the ambulance and stay with the child until parent arrives at the hospital. 201-

***Intruder on Campus:**

1. All staff is to be aware of any person on campus that does not have an ID.
2. Approach and ask them to please go to the front office or front desk.
3. Alert School Site Managers
4. If person or persons become agitated, call 911.
5. Alert Head Custodian and, if possible, administration.
6. Call Area Manager immediately.

WEATHER SAFETY INFORMATION

All thunderstorms produce lightning and are dangerous. If you hear the sound of thunder, then you are in danger from lightning. Lightning kills between 75 to 100 people each year and being outdoors is the most dangerous place to be.

A THUNDERSTORM WATCH means a thunderstorm is possible for your area.

A THUNDERSTORM WARNING means a thunderstorm is taking place in your area.

IF YOU'RE OUTDOORS:

Keep an eye at the sky. Look for darkening skies, flashes of lightning, or increasing winds. Lightning often precedes rain, so don't wait for the rain to begin. If you hear the sound of thunder, go to a safe place immediately.

The best place to go is a sturdy building. Avoid sheds, picnic areas, baseball dugouts and bleachers. If there is no shelter around you, stay away from trees. Crouch down in the open area, keeping twice as far away from a tree as far as it is tall. Put your feet together and place your hands over your ears to minimize hearing damage from thunder.

Stay out of water. It's a great conductor of electricity. Also, don't stand in puddles.

Avoid metal. Stay away from fences and have children drop their backpacks because they often have metal on them.

If you're playing an outdoor activity, wait at least 30 minutes after the last observed lightning strike or thunder.

IF YOU'RE INDOORS:

Avoid water. It's a great conductor of electricity, so do not wash your hands or allow the children to use the water fountain.

Do not use a corded telephone. Lightning may strike exterior phone lines. Do not use electric equipment like computers during a storm.

Stay away from windows and doors.

IF SOMEONE IS STRUCK BY LIGHTNING:

Call for help. Call 9-1-1 or send for help immediately.

The injured person does not carry an electrical charge, so it is okay to touch them.

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Sunshine Child Programs After School Care Staff Training 2015-2016

ANTI BULLYING

Administrated Sunshine Child Care Certified Trainers:

Jeremy Scott
Kelly Rito
Marisa Liona

***** Due to bullying, suicide remains among the leading causes of death of children under the age of 14. And in most cases, the young people die from hanging – CNN**

ALL PEOPLE ARE AT RISK FOR SUICIDE- NO MATTER THE PERSON'S AGE, GENDER, ETHNICITY, OR SOCIAL ECONOMIC STATUS.

Things to REMEMBER

- Children ask for help in different ways:
 - Behaviors may change from what they used to be.
 - They may say I want to go away.
 - They might be aggressive.
 - They may say things that are unusual for a child of their age.
 - They might give you their favorite toy and ask you to keep it safe for them.
 - They may seem to be saying goodbye for good.
 - They might play out things that appear to be final (such as leaving and never coming back)
 - They might seem sad.
- Family Abuse and Neglect history
- Care Givers stress level
 - Increase in level is apparent
- Domestic Violence in the home
 - Increased risk for suicide for children
- Substance Abuse in the home
 - Increased Risk for suicide for family members and children

DO NOT IGNORE IT BECAUSE IT COULD MEAN A CHILD'S LIFE!

The Real Deal About Bullying

In a national survey of more than 2,100 students in grades 3-6, 44% (963 students) said that bullying happens often, every day, or all the time (in school or other places).

What Is Bullying?

Bullying: When a person or group purposely engages in actions intended to harm someone else emotionally or physically and show power over the person. Bullying often consists of a series of cruel acts repeated over time. It may include any of the following:

- hurting someone physically
- cruel teasing
- harmful threats
- spreading nasty rumors
- mean phone calls, texts, notes, and emails
- cruel name-calling, put-downs, and gestures
- excluding someone repeatedly and getting others to do it, too



Three Roles in Bullying

- the person who bullies
- the person who is bullied
- the bystander(s)—the person or people who watch acts of bullying



Bullying Harms Everyone

Bullying harms not only the person who's being bullied, but also those who watch it happen (bystanders) and even those who do the bullying. In fact, 25% of kids who bully over and over again eventually end up in trouble with the law.

How to Talk About Bullying

Parents, school staff, and other caring adults have a role to play in preventing bullying. They can:

- Help kids understand bullying. Talk about what bullying is and how to stand up to it safely. Tell kids bullying is unacceptable. Make sure kids know how to get help.
- Keep the lines of communication open. Check in with kids often. Listen to them. Know their friends, ask about school, and understand their concerns.
- Encourage kids to do what they love. Special activities, interests, and hobbies can boost confidence, help kids make friends, and protect them from bullying behavior.
- Model how to treat others with kindness and respect.

Help Kids Understand Bullying

Kids who know what bullying is can better identify it. They can talk about bullying if it happens to them or others. Kids need to know ways to safely stand up to bullying and how to get help.

- Encourage kids to speak to a trusted adult if they are bullied or see others being bullied. The adult can give comfort, support, and advice, even if they can't solve the problem directly. Encourage the child to report bullying if it happens.
- Talk about how to stand up to kids who bully. Give tips, like using humor and saying "stop" directly and confidently. Talk about what to do if those actions don't work, like walking away.
- Talk about strategies for staying safe, such as staying near adults or groups of other kids.
- Urge them to help kids who are bullied by showing kindness or getting help.

Keep the Lines of Communication Open

Research tells us that children really do look to parents and caregivers for advice and help on tough decisions. Sometimes spending 15 minutes a day talking can reassure kids that they can talk to their parents if they have a problem. Start conversations about daily life and feelings with questions like these:

- What was one good thing that happened today? Any bad things?
- What is lunch time like at your school? Who do you sit with? What do you talk about?
- What is it like to ride the school bus?
- What are you good at? What would do you like best about yourself?

Talking about bullying directly is an important step in understanding how the issue might be affecting kids. There are no right or wrong answers to these questions, but it is important to encourage kids to answer them honestly. Assure kids that they are not alone in addressing any problems that arise. Start conversations about bullying with questions like these:

- What does "bullying" mean to you?
- Describe what kids who bully are like. Why do you think people bully?
- Who are the adults you trust most when it comes to things like bullying?
- Have you ever felt scared to go to school because you were afraid of bullying? What ways have you tried to change it?
- What do you think parents can do to help stop bullying?
- Have you or your friends left other kids out on purpose? Do you think that was bullying? Why or why not?
- What do you usually do when you see bullying going on?
- Do you ever see kids at your school being bullied by other kids? How does it make you feel?
- Have you ever tried to help someone who is being bullied? What happened? What would you do if it happens again?

Encourage Kids to Do What They Love

Help kids take part in activities, interests, and hobbies they like. Kids can volunteer, play sports, sing in a chorus, or join a youth group or school club. These activities give kids a chance to have fun and meet others with the same interests. They can build confidence and friendships that help protect kids from bullying.

Model How to Treat Others with Kindness and Respect

Kids learn from adults' actions. By treating others with kindness and respect, adults show the kids in their lives that there is no place for bullying. Even if it seems like they are not paying attention, kids are watching how adults manage stress and conflict, as well as how they treat their friends, colleagues, and families.

OTHER CONCERNS

1. Foreign object in eye – Do Not Rub. Gently touch particle with point of clean, moist cloth and wash with cold water. If unsuccessful or if pain persists, obtain medical care. Be sure to contact a supervisor immediately.
2. Knocked out teeth- Do Not wipe off tooth. Carefully pick and drop it in a container of milk. Be sure to contact a supervisor immediately.
3. Pink Eye – This highly contagious condition is characterized by redness and/ or swelling on the eye lid of one or both eyes. The child will usually scratch at the infected area. Be sure to contact a supervisor immediately.
4. Medication – Sunshine Child Program Medication policy—no one is to administer medicine to a camper, if a child bring medication alert your supervisor immediately.

POOL SAFETY

1. Counselors bring their assigned groups into the pool must keep a roster of their assigned children and have a head count for the lifeguard in charge when entering the pool area.
2. Counselors are to walk the pool deck and keep constant watch on the children in their assigned group. Counselors who take their groups to "Learn to swim" may be required to be in the pool with their assigned campers during their swimming session.
3. Children should not be permitted to horseplay or run on the pool deck and must, at all times, enforce the pool Rules.
4. Counselors are to obey the lifeguard's direction and if directed, immediately remove the children from the pool area.
5. Head counts must be done OUT of water every 15-20 minutes. All children must be accounted for.

POOL RULES

- ✓ All children are required to shower before entering the pool.
- ✓ Proper swimming attire is required.
- ✓ Running, diving, boisterous behavior and vulgar language will not be permitted.
- ✓ Food, drink, glass containers and chewing gum are not permitted.
- ✓ No playing near ladders, lifelines and lane ropes.
- ✓ Squirt guns and water guns are not permitted.

BUS RULES

- ✓ You should not have the campers approach the bus until it has stopped and the driver is ready to have you board the bus.
- ✓ Keep all body parts inside of window.
- ✓ Sit Facing front and remain in seat.
- ✓ Yelling or use of whistle is not permitted on bus.
- ✓ Horse play is not permitted on the bus.
- ✓ Use inside voices and keep noise down.
- ✓ Follow directions of staff.
- ✓ Keep quiet at all railroad crossings.
- ✓ Aisle and exit doors must be clear at all times.
- ✓ Campers must wear issued t-shirt and wrist band.
- ✓ Position your seat throughout the bus and not sit with another counselor on the same seat.
- ✓ Do not wear headphones.
- ✓ Do not lie down or sleep on the bus.
- ✓ Always watch the children.
- ✓ Sit facing front while in the seats.
- ✓ You should have your assigned group ready to board the bus at designated time. During the summer, the bus is on a very tight schedule, so it is not to be delayed.
- ✓ Inspect and clean the bus before and after each trip. The bus must remain clean. It is the counselor's responsibility.

Field Trip Rules

- ✓ All children must have on a wristband on at all times.
- ✓ All children must have a buddy on all field trips at all times.
- ✓ Campers must go to the restroom and water fountain with an adult.
- ✓ There is no running, hitting, fighting or horse playing at any facility.
- ✓ All staff will be placed in a designated area to supervise all locations.
- ✓ Always watch the children.

Additional Insert

WEATHER SAFETY INFORMATION

It's summer time and that means rain, lots of rain, lightning and thunderstorms!

All thunderstorms produce lightning and are dangerous. If you hear the sound of thunder, then you are in danger from lightning. Lightning kills between 75 to 100 people each year and being outdoors is the most dangerous place to be.

A THUNDERSTORM WATCH means a thunderstorm is possible for your area.

A THUNDERSTORM WARNING means a thunderstorm is taking place in your area.

IF YOU'RE OUTDOORS:

Keep an eye at the sky. Look for darkening skies, flashes of lightning, or increasing winds. Lightning often precedes rain, so don't wait for the rain to begin. If you hear the sound of thunder, go to a safe place immediately.

The best place to go is a sturdy building. Avoid sheds, picnic areas, baseball dugouts and bleachers.

If there is no shelter around you, stay away from trees. Crouch down in the open area, keeping twice as far away from a tree as far as it is tall. Put your feet together and place your hands over your ears to minimize hearing damage from thunder.

Stay out of water. It's a great conductor of electricity. Also, don't stand in puddles.

Avoid metal. Stay away from fences and have children drop their backpacks because they often have metal on them.

If you're playing an outdoor activity, wait at least 30 minutes after the last observed lightning strike or thunder.

IF YOU'RE INDOORS:

Avoid water. It's a great conductor of electricity, so do not wash your hands or allow the children to use the water fountain.

Do not use a corded telephone. Lightning may strike exterior phone lines. Do not use electric equipment like computers during a storm.

Stay away from windows and doors.

IF SOMEONE IS STRUCK BY LIGHTNING:

Call for help. Call 9-1-1 or send for help immediately.

The injured person does not carry an electrical charge, so it is okay to touch them.

Part IV Project Understanding, Proposed Agreement & Methodology

G. Emergency Procedures

Sunshine After School Child Care, Inc. ensures that all staff continually receives training in Emergency Procedures, drills and safety and security procedures that are consistently in compliance with Broward County Child Care Licensing Department.

Fire Drills, Tornado Drills, Severe Weather and Lock Down Drills are practiced throughout the year with all students and staff. (Fire Drills monthly). Our updated monthly emergency drill log and emergency information is posted on our Parent Board at the student sign out area for parents review.

Sunshine Site Managers, Front Desk staff and Area Managers work closely with the Hollywood P.R.C.A. staff to plan for any and all emergencies.

Sick and/or hurt children are sent to the front desk area and their parent is called (an accident report is completed to be signed by parent/guardian). Sick or hurt children are kept at the front desk on a mat away from other children until their parent is able to pick them up. If a child is seriously hurt or sick, 911 is called the site.

See Attachments:

- Emergency Procedures
- Severe Weather Conditions
- Playground Safety, Rules & Regulations
- Accident Report
- Driftwood Community Center Emergency Plan
- David Park Community Center Emergency Plan

Emergency Procedures

The following steps are to be taken immediately for a:

- **Missing Child**
- **Fire**
- **Serious Injury**
- **Intruder on Campus**

NOTE: *Middle and High School students are NOT permitted on campus while After Care students are there. Call School Site Manager to speak with group and ask them to leave. If they refuse, call the police.*

***Missing Child:**

1. Check all school documents first:
 - a) Absence list
 - b) Early Sign Out Sheet
 - c) Change in Dismissal sheet
2. All counselors check their group for missing child.
3. Alert school administration.
4. Call your Area Manager immediately.
5. Call parent.
6. Remain calm.

*Fire:

1. Pull fire alarm. Evacuate the children following the fire drill procedures.
2. Counselors MUST do a head count immediately so that no child is left inside.
3. Counselors call into the Site Managers when they have cleared the building and have completed their head count.
4. Counselors are to keep the children quiet and organized.
5. Front Desk staff takes with them: attendance sheets, sign out sheets, student phone numbers, and any payment money.
6. Remain calm.

*Serious Injury:

1. Counselor alerts Site Manager of injury, location, child's name
2. Both Site Manager and School Site Manager go to location to assess injury.
3. Bring and wear disposable gloves!
4. Do not move child. Call 911 for ambulance.
5. Front desk pulls all information on child and an injury report.
6. Counselor moves the rest of the children from the area and calms them down.
7. Call Area Manager and the Corporate Office to report immediately.
8. If available, notify school administration.
9. Notify parent.
10. If parent is unable to get to site and child needs to be transported, send parent direct to the hospital. The School Site Manager or Site Manager then needs to follow the ambulance and stay with the child until parent arrives at the hospital.

***Intruder on Campus:**

1. All staff is to be aware of any person on campus that does not have an ID.
2. Approach and ask them to please go to the front office or front desk.
3. Alert School Site Managers
4. If person or persons become agitated, call 911.
5. Alert Head Custodian and, if possible, administration.
6. Call Area Manager immediately.

WEATHER SAFETY INFORMATION

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The best place to go is a sturdy building. Avoid sheds, picnic areas, baseball dugouts and bleachers. If there is no shelter around you, stay away from trees. Crouch down in the open area, keeping twice as far away from a tree as far as it is tall. Put your feet together and place your hands over your ears to minimize hearing damage from thunder.

Stay out of water. It's a great conductor of electricity. Also, don't stand in puddles.

Avoid metal. Stay away from fences and have children drop their backpacks because they often have metal on them.

If you're playing an outdoor activity, wait at least 30 minutes after the last observed lightning strike or thunder.

IF YOU'RE INDOORS:

Avoid water. It's a great conductor of electricity, so do not wash your hands or allow the children to use the water fountain.

Do not use a corded telephone. Lightning may strike exterior phone lines. Do not use electric equipment like computers during a storm.

Stay away from windows and doors.

IF SOMEONE IS STRUCK BY LIGHTNING:

Call for help. Call 9-1-1 or send for help immediately.

The injured person does not carry an electrical charge, so it is okay to touch them.

214-

Severe Weather Conditions

INCREMENT WEATHER ALERT:

A weather radio broadcast system is used to alert the Front Desk of increment weather warnings. The Site Leaders will alert their Area Managers when a severe weather condition is imposing and they will determine a plan of action. Thunderstorms and tornado warnings are the most common weather alerts that require all staff and students to come into the building for safety. Alternative student activities are planned for these times. Staff is put on alert that they must work together to supervise the children closely when the public is involved in any way.

In case of an upcoming Hurricane Warning, additional staff is placed at the front desk to assist in the controlled and safe dismissal of the students. Parents are told to listen to their local news channels and that camp will be closed if a severe weather alert is posted.

When possible, parents can also check our web site for any newly posted additional information about our program resuming.

**See training guide for additional weather alert plans for staff.*

Playground Rules and Regulations

General Playground Rules:

- All staff should be well placed where they can see all children and the playground gates. Staff should be walking around and not seated.
- Students need to be engaged in organized play and understand the rules set forth for use of equipment.
- Rough play and arguing between students, needs to be stopped immediately by walking up to the children and speaking with them.
- The public's use of the playground is prohibited during aftercare and camp hours. Individuals should be politely asked to return when the playground is not in use. (If they do not comply with request, remove our children from the area immediately and report to the Park Recreational Leader on site.)
- Children must have closed toe shoes and must keep them on at all times.

Playground Equipment:

- All playground equipment should only be used by one child at a time.
- The proper use of a slide requires children to only go down the slide and to slide feet first on their bottoms.
- Monkey bars should only be used with the children's feet towards the ground. Hanging upside down and climbing on top of the monkey bars is strictly prohibited.
- Swings and other playground equipment that moves must be monitored closely. Children using the equipment should be given a short time limit while they use it. Children waiting to use the equipment must be off to the side and far from the moving equipment.
- A child jumping off from the playground equipment is prohibited.

Playground Safety:

Before using the playground check that all equipment is in good condition. If equipment is damaged or in an unsafe condition the playground should not be used.

All accidents that involve a child falling from the playground equipment should be treated as a serious accident. The child should not be moved unless the child gets up on their own without assistance. If a child is dizzy, light headed, or unable to get up after falling a site supervisor must be notified to call 911 and come to the group immediately to assist with moving the other children away from the hurt child.

Be sure to encourage children to drink plenty of water when playing outside in the heat. If a child complains of headache or nausea, put them inside immediately and get them to drink water, apply cold compress to neck. If they continue to complain, call their parent. If heat stroke is suspected, call 911.



ACCIDENT REPORT

School / Site Name _____

Date of Accident _____

Name of Child or Staff (circle one) _____

D.O.B _____

Age _____

Time of Accident _____

Parent / Guardian Notified _____

Time Called _____

Y or N

Response from parent _____

Witness _____

Names of Witnesses _____

Y or N

Staff member who called _____

School Notified _____

Who was notified? _____

Nature of Accident: ☐ Scrape ☐ Cut ☐ Bump ☐ Other _____

Describe the accident in detail: _____

First Aid Administered: ☒ Gave lots of love ☐ Washed with water ☐ Put Ice on it

☐ Put Band Aid on ☐ Other _____

Action taken: _____

Signature of Reporter. _____

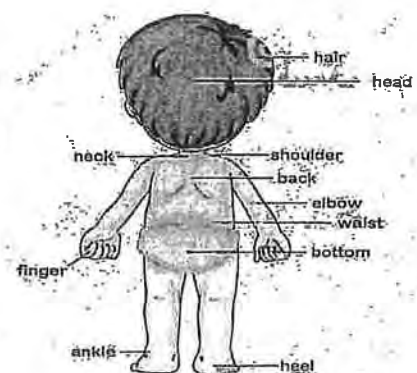
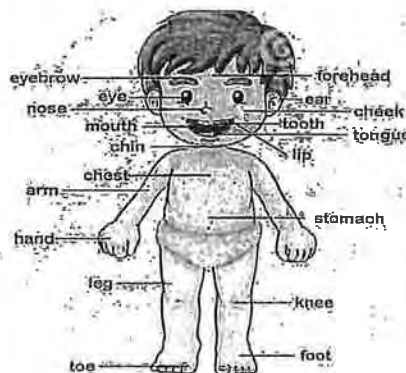
Date _____

Signature of Parent / Guardian _____

Date _____

Circle injured area:

(Sunshine use)



SUNSHINE CHILD PROGRAMS
Emergency Plan

Provider Name: **Sunshine Child Care**

School Name: **Driftwood Community Center**

School Address: **3000 North 69th Avenue, Hollywood, Fl. 33024**

School Phone **954-967-4241** **School Fax** **954-967-4451**

School Program number: **754-581-3497**

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate headcount upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, SES tutor, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper document to following students and train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Driftwood Middle School

Secondary Evacuation site is:

Driftwood Elementary School

MEDICAL EMERGENCIES

Name of person in program who is:

Primary Trained	CPR/First Aid	Site Manager each year
	AED	
Secondary Trained	CPR/First Aid	Front Desk each year
	AED	

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from front desk.
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of emergency card/registration form is sent with EMS and Administrator to Hospital.
- Notify company emergency contact:

Anthony Motta – 954-410-8654

- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:

Name : Amber Shaw	Cell: 954-967-4241
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- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident (21) /Incident Report (21A) from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident (21) /Incident Report (21A) from Operational Handbook)

Fire

- **Pull fire alarm**/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear. PLEASE NOTE: You will announce “your name - CLEAR - your name”. *Example: Mr. James- CLEAR - Mr. James.*

Bomb Threats:

- Call 911.
- Turn off all radios and cell phones during a bomb threat evacuation. (Identify designee that will be able to use cell phone after exiting the building)
- Students should take the items in their possession out of the building with them. Staff needs to be able to identify the rooms where personal belongings remain in the building.
- After it is determined that the area has been cleared, students and staff may re-enter the building.
- Follow standard fire emergency procedures
- Relay any information about the caller to police and administration for further investigation.
- As exiting the building look for anything unusual or out of the ordinary.

Severe Weather:

- The NOAA Weather Radio or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains, lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- A **Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

Site Manager

and

Building Manager

and other specifically authorized personnel.

- A **Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Site Manager or Building Manager

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map.

Attach copy of all contact numbers for this location. Share this form with your local police force please give them the following form that makes them aware of the locations of your programs in their region, hours of operation, contact information and location of main offices.

Emergency Contact List

Provider Name: Sunshine After School Care

School Name: Driftwood Community Center

School Address: 3000 North 69th Avenue, Hollywood, Fl. 33024

School Phone 954-967-4241 School Fax 954-967-4451

Describe nearest main crossroads to this school if an emergency occurs:

Sheridan Street and 69th Ave.

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Person	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider Main Information	Sunshine Child Care	954-236-8850	754-224-1871	954-236-8881
First (1) Emergency Contact (Provider)	Anthony Motta	954-236-8850	954-410-8654	954-236-8881
Second (2 nd) Emergency Contact (Provider)	Colleen Gulla	954-236-8850	954-295-4119	954-236-8881
911		911		
Local Police Contact	Hollywood Police Dept.	954-967-4357	N/A	N/A
Child Abuse and Neglect		1.800.962.2873		
Child Abuse and Neglect for SBBC	Yva Dieudonne	754.321.2492	954.806.9705	754.321.2499
Special Investigative Unit (SIU) SBBC	Chief David Golt			
Robert Dinkel	754.321.0911		754.321.2654	
School Resource Officer	Officer Inman	954-258-2084		

SUNSHINE CHILD PROGRAMS Emergency Plan

Provider Name: **Sunshine Child Care**

School Name: **David Park Community Center**

School Address: **108 N. 33rd Court, Hollywood, Fl. 33021**

School Phone **954-967-4236** **School Fax** _____

School Program number: **To be determined before Summer Program begins**

The purpose of the safety and security drills are to familiarize all staff and students, with the procedures to be followed, in the event of a crisis situation on campus, or anywhere, which would affect the safety of all persons before and/or after school hours.

General Evacuation Procedures: In the event it becomes necessary for us to evacuate the building, we have two major concerns: Evacuation of students and staff and possible search for foreign objects.

Follow standard fire emergency procedures

*(Inform school and program administration immediately if there is any kind of emergency).

For all emergencies to evacuate, front desk staff or designated staff will gather all sign out documents, first aid kit, emergency contact numbers, and special needs concerns, when exiting the school. Do an immediate headcount upon exiting the building.

Program Names

- List of names of all employees of program
- Custodial personnel on duty during operation of the program
- Any other person who might be on the campus while the program is operating (vendor, SES tutor, etc.)

Remember: Special Needs Students need to be evacuated in the proper manner, as quickly as possible. Provide proper document to following students and train staff to provide safe care when movement occurs. Don't forget to include in evacuation any special equipment needed.

Primary Evacuation site is:

Target

Secondary Evacuation site is:

Police Station

MEDICAL EMERGENCIES

Name of person in program who is:

Primary Trained	CPR/First Aid	Site Manager each year
	AED	
Secondary Trained	CPR/First Aid	Front Desk each year
	AED	

- Front desk is notified via walkie-talkie, intercom or send a student.
- Responsible/trained adult or teacher stays with student/person.
- Call 911 if appropriate. Secure the area - DO NOT move person unless absolutely necessary.
- Assistance is sent to the scene from front desk.
- Move all other children away from the emergency scene.
- Notify parent or emergency contact.
- Names of persons involved or witnesses are obtained.
- Maintain secured area for evidence.
- Photograph area where accident/injury occurred, use a cell phone camera if no other is available.
- Copy of emergency card/registration form is sent with EMS and Administrator to Hospital.
- Notify company emergency contact:

Anthony Motta – 954-410-8654

- Notify Special Investigative Unit (754) 321-0911
- Notify School Administrator:

Name : Vincent	Cell: 954-967-4236
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- If ambulance is called, the Area office should be notified
- Notify BASCC (754) 321-3330/ fax (754) 321-3333 (see Accident (21) /Incident Report (21A) from Operational Handbook)
- Notify Area Office if 911 is called for assistance. (see Accident (21) /Incident Report (21A) from Operational Handbook)

Fire

- **Pull fire alarm**/Contact Fire Department via 911
- Evacuate all students to safe area. (Follow standard fire emergency procedures)
- Determine if fire small enough to attempt to extinguish with available extinguisher.
- All communication via portable radio will be used to advise designated person that their area is clear. PLEASE NOTE: You will announce “your name - CLEAR - your name”. *Example: Mr. James- CLEAR - Mr. James.*

Bomb Threats:

- Call 911.
- Turn off all radios and cell phones during a bomb threat evacuation. (Identify designee that will be able to use cell phone after exiting the building)
- Students should take the items in their possession out of the building with them. Staff needs to be able to identify the rooms where personal belongings remain in the building.
- After it is determined that the area has been cleared, students and staff may re-enter the building.
- Follow standard fire emergency procedures
- Relay any information about the caller to police and administration for further investigation.
- As exiting the building look for anything unusual or out of the ordinary.

Severe Weather:

- The NOAA Weather Radio or Weatherbug Cell Phone will alert the staff to any possible weather situations that occur. Heavy rains, lighting, and tornado warnings are available through the weather alert system.
- Make sure that windows are locked and closed in case of heavy rain/wind.
- Parents may need to be contacted if weather conditions become hazardous to student and staff safety.
- In the case of Tornado, when the threat begins, the command will be, "Everybody down! Crouch on elbows and knees, place your hands over the back of your head." Call 911 for any emergencies resulting in weather related incident, contact administration, and follow up the emergency guidelines for injured students and staff.

Codes and Definitions

Code Red – Full Lock Down

Imminent Danger

No movement in the building other than by police/fire officials and persons designated by them.

- A **Code Red** lockdown will be issued if there is a direct threat to the security of the school (active shooter, terrorist threat, intruder, etc.)

Code Yellow – Lock Down

Limited movement in the building other than by:

Site Manager

and

Building Manager

and other specifically authorized personnel.

- A **Code Yellow** lockdown will be issued if there is a threat to the school (suspect in the neighborhood, robbery, etc.).

Code Blue - Medical Emergency

Trained personnel should

Code Black – Bomb Threat

Turn off all walkie-talkies, cell phones, pagers and radios immediately. Leave all lights, fans, etc. as they are, on or off.

Code Orange – Evacuation

All persons leave the building according to established routes, or according to specific instructions provided by:

Site Manager or Building Manager

Code Green - All Clear

Code Brown - Threat / Incident Shelter in Place

Relocation of students may be required

Insert a copy of your evacuation map.

Attach copy of all contact numbers for this location. Share this form with your local police force please give them the following form that makes them aware of the locations of your programs in their region, hours of operation, contact information and location of main offices.

Emergency Contact List

Provider Name: Sunshine After School Care

School Name: David Park Community Center

School Address: 108 N. 33rd Court, Hollywood, Fl. 33021

School Phone 954-967-4236 School Fax _____

Describe nearest main crossroads to this school if an emergency occurs:

Filmore and North Park Road

This document should be a part of your emergency plan and posted or placed at your location, for emergency usage only. It should be given to the police department to be used in case of an emergency.

	Contact Person	Main Number	Cell Number	Fax Number
Principal				
Assistant Principal				
Provider Main Information	Sunshine Child Care	954-236-8850	754-224-1871	954-236-8881
First (1) Emergency Contact (Provider)	Anthony Motta	954-236-8850	954-410-8654	954-236-8881
Second (2 nd) Emergency Contact (Provider)	Colleen Gulla	954-236-8850	954-295-4119	954-236-8881
911		911		
Local Police Contact	Hollywood Police Dept.	954-967-4357	N/A	N/A
Child Abuse and Neglect		1.800.962.2873		
Child Abuse and Neglect for SBBC	Yva Dieudonne	754.321.2492	954.806.9705	754.321.2499
Special Investigative Unit (SIU) SBBC	Chief David Golt			
Robert Dinkel	754.321.0911		754.321.2654	
School Resource Officer	Officer Inman	954-258-2084		

Part IV Project Understanding, Proposed Agreement & Methodology

H. Student Sign In /Out Procedures

Sunshine After School Child Care, Inc. maintains strict sign-in and sign-out procedures in accordance with Broward County's Child Care Licensing and Enforcement Sections.

Parents dropping off their child MUST come into the building to sign them in at our front desk each day.

Parents picking up their child MUST come into the building to sign them out each day and bring photo identification with them

Parents MUST put a password on their child's registration in case they do not have their identification or if they should send someone other than those listed as approved on their child's registration.

Parents are called when someone who is NOT on their approved list comes to pick up their child. Photo identification must be available for the front desk staff.

No one under the age of 18 is permitted to sign a child out without a parent permission letter on file that has been notarized.

These policies are strictly enforced for the safety and protection of the children in our programs whether it is After School Care or a non school day camp program including summer camp.

Part IV Project Understanding, Proposed Agreement & Methodology

I. Fee Schedule

- Fee Schedule Summary
- Refund Policy
- Sample 2016-17 Payment Fee Schedule for Aftercare
- Sample 2016 Summer Camp Flyer with Fees

Part IV Project Understanding, Proposed Approach & Methodology

I. Fee Schedule

After School Care and Non-School Day Camp Programs

Sunshine After School Child Care, Inc. will continue to offer very affordable fee schedules for After School Care and Non-School Day camp programs for our City of Hollywood families. We have not raised our existing fees the past five years under our current City of Hollywood 2011 RFP Contract.

Our operating costs for salaries, materials and supplies, insurance, and workman's compensation have risen over the past five (5) years. In addition, Sunshine would like to be able to increase the percentage of revenue paid to the City of Hollywood for After School Care and non-school day programs from 5% to 10%, and continue to pay 25% for our Summer Camp program under this new RFP contract 4502-16RL.

Sunshine will be slightly increasing our fees from \$1.56 per hour to \$1.85 for After School Care for the 2016-17 school year. Our non-school day camp programs will remain the same at \$30 a day. Our 2016 Summer Camp program will increase from \$125 a week to \$130 a week. Sunshine will continue to offer a 10% discount for siblings in all programs.

Our proposed maximum Fee Schedule increase over the next five (5) years for After School Care and Summer Camp is as follows:

After School Care:

2016-17	\$1.85 per hour
2017-18	\$1.90 per hour
2018-19	\$1.95 per hour
2019-20	\$2.00 per hour
2020-21	\$2.05 per hour

Non-School Day Camps - \$30 per day

Summer Camp Program

2016	\$130 per week
2017	\$135 per week
2018	\$140 per week
2019	\$145 per week
2020	\$150 per week

*(*Sunshine will not exceed these fees as listed above.)*

I. Fee Schedule cont'd

In comparison to other after school care and summer camp providers in the area, all of Sunshine's programs still remain the most affordable year round child care programs for the families in the City of Hollywood.

Sunshine After School Child Care, Inc. ensures that first priority registration and enrollment will be given to the City of Hollywood residents for all Sunshine programs.

After School Care Program Cost:

Program: Regular After School Child Care 2-6 pm (includes all Early Release Days)

Locations: 1. Boulevard Heights Community Center

After School Care Program Cost per Participant:

Sunshine's yearly registration fee is \$25 for one child, and \$30 for a family. \$20 of our registration fees is paid back to the City of Hollywood.

2016-17 Elementary After School Care is \$135 per pay period first child/
\$121.50 for siblings (10% Multiple Child Discount Offered)
Middle School dismissal times are later so fees are adjusted
\$68.50 per pay period first child/\$61.50 for siblings
*(*See sample 2016-2017 Payment Fee Schedule attached)*

Payment to the City of Hollywood: Ten percent (10%) of monthly gross participant fees for after school care and any non-school day camp programs is paid to the City of Hollywood each month.

I. Fee Schedule cont'd

Program: Non-School Days/Winter and Spring Camp Programs
7:30 am – 6 pm

Locations: Driftwood Community Center & David Park Community Center

Program Cost per Participant: \$30.00 a day per participant which includes early drop off and late pick up. *Optional field trips and/or special activities may be offered at an additional charge.

Discount: A 10% multiple child discount is offered.

Payment to the City of Hollywood: Ten percent (10%) of monthly gross participant fees for any non-school day camp programs including winter and spring camps.

Program: Summer Camp Programs
7:30 am – 6 pm

Locations: Driftwood Community Center & David Park Community Center

2016 Summer Camp Program Cost per Participant:
\$25 registration fee for one child/\$30 registration fee for a family
\$130.00 per week for first child/\$117 per week for siblings
(See attached Sample 2016 Summer Camp Flyer with Fees)

Discount: A 10% multiple child discount is offered.

Payment to the City of Hollywood: Twenty-five percent (25%) of monthly gross participant fees for any non-school day camp programs including winter and spring camps.

Reduced Rates for Financially Disadvantaged Families: Sunshine offers financial assistance to those families in need on an individual case by case basis. Scholarship funding is offered to a minimum of ten percent (10%) of the total enrollment at each site. A partial fee scholarship is a 25% reduction in participant fees. Sunshine is also willing to offer these families a payment schedule rather than the required payment in full before the first day of the pay period or camp program.

I. Fee Schedule cont'd)

Refund Policy

Sunshine After School Child Care, Inc. provides refunds in very limited and specific cases to individuals who qualify due to the conditions listed below:

- The student has been withdrawn from the school in which they attend due to district mandated residency, zoning, or boundary requirements and can no longer attend community center serviced by Sunshine.
- A student has unexpectedly lost their primary dwelling due to a natural disaster or other documented state of homelessness.
- A student is hospitalized or home bound due to a medically diagnosed physical or mental condition.
- A student loses a parent and/or guardian.
- Sunshine discontinues or cancels a service or program for which a student has registered for.

Driftwood CC - ASC

*(Pick up from Driftwood Elem., Driftwood Middle, Sheridan Park Elem.
and Sheridan Hills Elem.)*

SUNSHINE CHILD CARE PROGRAMS

2016 - 2017 Pay Periods

Based on 18 School Days in Each Pay Period

Includes all Early Release Days

AFTER CARE COST (ELEMENTARY)

\$135.00 per pay period / Child # 1

\$121.50 per pay period / Siblings

\$25.00 per child or \$30.00 per family registration fee

AFTER CARE COST (MIDDLE)

\$68.50 per pay period / Child # 1

\$61.50 per pay period / Siblings

\$25.00 per child or \$30.00 per family registration fee

Period 1	8/22/16 - 9/15/16	Due: 8/8/16
Period 2	9/16/16 - 10/13/16	Due: 9/2/16
Period 3	10/14/16 - 11/10/16	Due: 10/4/16
Period 4	11/11/16 - 12/12/16	Due: 11/1/16
Period 5	12/13/16 - 1/23/17	Due: 12/1/16
Period 6	1/24/17 - 2/16/17	Due: 1/10/17
Period 7	2/17/17 - 3/15/17	Due: 2/6/17
Period 8	3/16/17 - 4/18/17	Due: 3/2/17
Period 9	4/19/17 - 5/12/17	Due: 4/5/17
Period 10	5/13/17 - 6/8/17	Due: 5/1/17

To Pay Online: www.sunshinefl.com * To Pay by Phone: (954) 465-2454
For automatic withdrawals, please complete an Electronic Funds Transfer Form (EFT)



City of Hollywood Camps HOLLYWOOD *Like No Where Else!*

Operated by Sunshine Child Programs

Locations:

1. Driftwood Community Center

3000 N. 69th Ave.
Hollywood, Fl. 33024

2. David Park

108 N. 33rd Court
Hollywood, Fl. 33021

Camp Cost:

Registration Fee

- \$25 per child / \$30
per family

Weekly Camp Cost

- \$130.00 / 1st child
- \$117.00 / sibling
PAY ONLY FOR THE

WEEKS YOU ATTEND

Days of the Week: Monday - Friday

Camp Times:

7:30 a.m. - 6:00 p.m.

Camp Dates:

Monday, June 13th
through
Thursday, August 18th
(10 weeks)

We will be closed on
Friday August 19th

Program Features:

- 2 field trips / week
Tuesdays & Thursdays
- Swimming
(Days to be determined)
- your child gets
2 camp T-Shirts

Grades Accepted:
Entering Kindergarten
through
exiting 8th grade
* Must be 5 years old
by June 3rd, 2016

- Arts and Crafts
- Indoor / Outdoor
Games
- Themed Weeks /
Activities
- Friends and Fun

- Lunch is provided at both
locations but subject to change
- Field Trips are subject to change

Part IV Project Understanding, Proposed Approach & Methodology

J. Enrollment/Waiting List Procedures

Registration/Enrollment:

- A parent and/or legal guardian may pick up an application for after school care, non school day camp programs, and Summer Camp at any Sunshine after school care locations throughout Broward County or from our corporate office located in Plantation. Parents may also download an application from our web site at www.shinshinefl.com.
- Full payment and the child's completed application must be either mailed to our corporate office or turned in at one of our on-site locations in order to be accepted into any of our programs. We do not accept fax copies of completed applications. We must have original signatures.
- For safety and security purposes, there is usually a 48 hour turn around time for us to enter all of the child's information into our computer system before their first day of attendance.

Waiting List:

- If a program is FULL, a complete application filled out by the parent will be accepted in order to be put their child on a waiting list.
- Once a spot becomes available for that child, the parent will be called and payment must be made before the child starts in any of our Sunshine Programs.
- To date, Sunshine has never had to place a student on a waiting list for any of our Hollywood programs or sites.

Part IV Project Understanding, Proposed Approach & Methodology

K. Parent Communication

Sunshine After School Child Care, Inc. provides our parents with communication throughout the year through:

- ❖ Parent Registration/ Handbook Information (Aftercare & Summer)
- ❖ A Parent Center Board is provided at each site with updated program information, student work displayed, upcoming events posted, payment reminders, parent magazines and articles, and other notices.
- ❖ Parent Orientation for Summer Camp is held each year
- ❖ Monthly Newsletters
- ❖ Sunshine's Web Site (www.sunshinefl.com)
- ❖ Parents are continuously E-mailed information of upcoming programs and events
- ❖ Parent Informational Flyers for special events and upcoming programs
- ❖ Parent Surveys
- ❖ Our Area Managers contact information is available for all parents to contact at any time via cell phone or e-mail.

Parent Satisfaction Surveys are always available to parents. Formal surveys are collected mid-year and at the end of the year at each site so that we may assess our programs and continue to improve our programs to meet the specific needs of our Hollywood community and families

Parent concerns or complaints are handled immediately either through a phone conference or in persons 1:1. Student behavior is documented and the parent receives written and verbal information about any behavior issues or if their child was hurt. Site Managers and/or Area Managers meet with parents as needed. Other Sunshine Administrators are available as well to handle parent concerns.

See attached:

- Parent Registration/Handbook (Aftercare & Summer Camp)
- Sample Summer Flyers
- Sample Monthly Newsletters
- Sample Parent Survey

Sample After School Care Parent Registration Packet
And Parent Handbook



SUNSHINE
child programs

BSC / ASC CHILD APPLICATION FORM – 2015 - 2016

PROGRAM TYPE:

☐

AFTER SCHOOL CARE

☐

BEFORE SCHOOL CARE

AFTER CARE LOCATION:

☐

Driftwood CC

☐

Pine Island CC

HOME SCHOOL:

Child # 1

First Name:

Last Name:

Grade '15-'16:

Date of Birth:

Age:

Sex: **M or F**

Hair Color:

Eye Color:

Race: White Black Hisp. Multi Other

Sibling Registration on page 2:

(Siblings name)

Permission to take pictures: **YES or NO**

Allergies: **YES or NO**

If yes, please list:

Medications given if needed

during Before/After Care hours:

(Must have medication release form on file)

(Circle) Epipen Inhaler Benadryl None

Is your child in an **ESE Special Needs** cluster /
classroom during the school day ? **YES or NO**

Does your child have any serious medical
concerns or conditions? **YES or NO**

(If yes, you must complete Part 2 – Page 7)

Child Lives with: Registering Adult #1

(Circle one) full time or part time

Child Lives with Registering Adult #2

(Circle one) full time or part time

Registering Adult # 1

Name:

Pick Up Password:

Work Number:

Cell Number:

Home Address:

City, Zip Code:

Email Address:

Registering Adult #2

Name:

Pick up Password:

Work Number:

Cell Number:

Home Address:

City, Zip Code:

Email Address:

Emergency Contacts / Permission to pick up: (other than listed above)

Name:

Relationship:

Phone Number:

Name:

Relationship:

Phone Number:

Registering Adult Signature:

Date:

7900 Peters Road, B-101, Plantation, FL 33324 * Ph (954) 236-8850 * Fax (954) 236-8881 * www.sunshinefl.com



BSC / ASC CHILD APPLICATION FORM – 2015 - 2016

PROGRAM TYPE:

☐

AFTER SCHOOL CARE

☐

BEFORE SCHOOL CARE

AFTER CARE LOCATION:

☐

Driftwood CC

☐

Pine Island CC

HOME SCHOOL:

Child # 2

First Name:

Last Name:

Grade '15-'16:

Date of Birth:

Age:

Sex: **M or F**

Hair Color:

Eye Color:

Race: White Black Hisp. Multi Other

Sibling Registration on page 1:

(Siblings name)

Permission to take pictures: **YES or NO**

Allergies: **YES or NO**

If yes, please list:

Medications given if needed

during Before/After Care hours:

(Must have medication release form on file)

(Circle) Epipen Inhaler Benadryl None

Is your child in an **ESE Special Needs** cluster /
classroom during the school day ? **YES or NO**

Does your child have any serious medical
concerns or conditions? **YES or NO**

(If yes, you must complete Part 2 – Page 7)

Child Lives with: Registering Adult #1

(Circle one) full time or part time

Registering Adult # 1

Name:

Pick Up Password:

Work Number:

Cell Number:

Home Address:

City, Zip Code:

Email Address:

Child Lives with Registering Adult #2

(Circle one) full time or part time

Registering Adult #2

Name:

Pick up Password:

Work Number:

Cell Number:

Home Address:

City, Zip Code:

Email Address:

Emergency Contacts / Permission to pick up: (other than above listed guardians)

Name: Relationship: Phone Number:

Name: Relationship: Phone Number:

Registering Adult Signature:

Date:

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PAYMENT GUIDELINES AND VERIFICATION FORM

PAYMENTS:

Are due before the program starts. Failure to pay in advance will result in a child's non-participation in the program and an immediate dismissal. I understand that there will be no refunds, credits, or reductions in fees. Student will be required to be re-registered including registration fees.

RETURNED CHECKS - \$25.00 SERVICE FEE:

If your payment check is returned from the bank for any reason, you will be charged the amount of the check **plus** a \$25.00 service fee. All payments thereafter will have to be paid in cash.

REFUND POLICY:

Sunshine Child Programs provides partial period refunds in very limited and specific cases to individuals who qualify due to the conditions listed below.

- A Sunshine student has been withdrawn from the school in which they attend due to district mandated residency, zoning, or boundary requirements and he/she no longer attend a school serviced by Sunshine.
- A Sunshine student has unexpectedly lost his/her primary dwelling due to natural disaster or other documented state of the homelessness.
- A Sunshine student is unexpectedly hospitalized or home bound due to a medically diagnosed physical or mental condition.
- A Sunshine student unexpectedly loses a parent or legal guardian.
- Sunshine discontinues or cancels a service or program for which the child has been registered for.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES AND CONDITIONS.

Signature of Registering Adult: _____

LATE PICK UP FEES:

I understand that if I pick up my child after closing time, an overtime fee of \$5.00 per each 15 minutes or part there of, per child will be charged. On the fourth late pick up, suspension of child care services may occur with NO REFUNDS or credit for future services.

Signature of Registering Adult: _____

STUDENT DISCIPLINE:

At Sunshine Child Programs, children are our business and their safety is our number one priority! We feel strongly that a positive, supportive, and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. Our goal is to help children feel good about themselves by building their self-esteem and self-confidence. Whenever discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to insure the safety and well being of all of our children:

- 1) Counselors will first take your child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior is warranted, the child will receive a verbal warning and be given a behavior report requiring an adult signature.
- 2) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office.
- 3) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

Signature of Registering Adult: _____

PLANNED ACTIVITIES: Shall include, but are not limited to snack time, arts and crafts, science, technology, indoor games (blocks, board games, bowling, puzzles, coloring) and outdoor games (playground time, kickball, soccer, basketball, tag, relay races). Children should always wear school approved clothing and footwear.

Signature of Registering Adult: _____

FIELD TRIPS: I, the undersigned, do hereby release and agree to hold harmless Sunshine After School Child Care Programs, Inc., agents, or operation facilities, from all claims for loss, injury or damage, to persons and property while participating in any chosen activity, which I, or person claiming through me or on my behalf may at any time have arising of or connected with the operation of this activity. I give permission for my child to travel off campus during selected activity times.

Signature of Registering Adult: _____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT: In case of an emergency, Sunshine After School Child Care Programs, Inc. will attempt to reach either registering adult or the Emergency Contacts as listed on the application form. If for any reason none of these parties are available, I authorize Sunshine Child Care Programs to have my child transported to the closest medical facility by EMT and grant permission to perform any emergency procedure at the discretion of that medical facility.

Signature of Registering Adult: _____

AUTHORIZATION FOR MEDIA RELEASE: I acknowledge that Sunshine After School Child Care Programs, Inc. is a private provider and understand that my child's picture may appear in newspaper, on television, Sunshine's website or social media applications as part of a media publication.

I DO AUTHORIZE: _____ (INITIAL) I DO NOT AUTHORIZE: _____ (INITIAL)

CELL PHONES: Sunshine follows School Board policy. In the event of cell phone misuse the child will relinquish the phone to a Sunshine employee. The phone will be returned to the authorized registered adult signer at the time of pick-up.

Signature of Registering Adult: _____

REGULAR SCHOOL HOURS:
Sunshine Child Programs is not responsible for any injuries incurred during the regular school day.

Signature of Registering Adult: _____

COURT ORDERED DOCUMENTS:
Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in Sunshine, please give the paperwork to your Director at time of enrollment. Paperwork must be an official court ordered document and indicate who the primary residential guardian is or indicate there is shared parental custody. This must be updated annually.

Occasionally we are asked to give copies of sign in/out sheets or attendance records. Please know that in order to obtain any records from Sunshine; we must be subpoenaed for them.

Signature of Registering Adult: _____

PARENT AUTHORIZATION:
Separated Parents: If parents are separated, but not legally divorced, the staff has no right to deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without documentation, Sunshine will not deny access to the child by either parent.
Divorced Parents: In the case of divorce, either parent may pick up the child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is in Sunshine's care, every attempt should be made to keep staff members updated on issues affecting custody or emotional well being. Custody agreements must be kept on file at the site.

Signature of Registering Adult: _____

FESTIVITIES: Throughout the year we have many festivities that your child may participate in. We have holiday and birthday celebrations that may include food. The following list is a sample of the foods that your child may be served during our celebrations. By signing the form you are agreeing to have your child participate in our celebrations and be served the foods we provide during the celebrations. If your child has a type of food allergy please notify our front desk and your child's teacher. Students will not be served any of the foods provided for the celebration unless this consent form is signed.

Thank you for your cooperation.

List of foods that may be served:

- | | | |
|----------------------------|--------------------|--------------------|
| - Apple Sauce / Fruit Cups | - Hot Dogs | - Juice Boxes |
| - Yogurt | - Hamburgers | - Pizza |
| - Cheese | - Chicken Nuggets | - Sandwiches |
| - Milk | - Nutri Grain Bars | - Popcorn |
| - Pudding | - Ice Cream | - Cotton Candy |
| - Rice Cakes | - Ice Pops | - Marshmallows |
| - Crackers | - Whipped Cream | - Candy |
| - Cookies | - Bagels | - Chips / Pretzels |
| - Cake | - Frosting | - Cereal |
| - Donuts | - Bread | - Pies |

Signature of Registering Adult: _____

INFLUENZA VIRUS PAMPHLET:

During the 2009 legislative session, a new law passed that requires child care facilities, family day care homes and large family child care homes to provide parents with information detailing the causes, symptom, and transmissions of the influenza virus (th flu) every year during August and September. My signature below verifies receipt of the brochure on the influenza virus, the flu, and guide to parents.

Signature of Registering Adult: _____

SWIM CENTRAL FORM: If you have received the Swim Central packet via US Mail (or if your child already knows how to swim), please sign below. If not, please see your Site Manager for Swim Central Form and Information.

Signature of Registering Adult: _____

PARENT HANDBOOK / ABOUT US BROCHURE: I, the undersigned, have read and agreed to all of Sunshine's Policies and Procedures in the Parent Handbook. (See attached) I have received the About Us Brochure.

Signature of Registering Adult: _____

PARENT INFORMATION:

PARENTS ARE EXPECTED TO FOLLOW RULES AND GUIDELINES OF BROWARD AND DADE COUNTY PUBLIC SCHOOLS. IF A PARENT'S ACTIONS CAUSE A DISTURBANCE OR IS DEEMED THREATENING, THE PROGRAM ADMINISTRATORS MAY NEED TO TAKE APPROPRIATE ACTIONS, I.E CALL 911, RESTRICT PARENT FROM CAMPUS, OR EXIT THE CHILD FROM OUR PROGRAM.

HIPPA PRIVACY STATEMENT:

THE BEFORE AND AFTER SCHOOL CARE PROGRAM WILL PROTECT THE CONFIDENTIALITY OF STUDENTS ACCORDING TO FEDERAL AND STATE OF FLORIDA PRIVACY LAWS AS WELL AS SCHOOL BOARD OF BROWARD AND DADE COUNTY, FLORIDA, POLICIES 4019 AND 5100.1.

STUDENT MEDICATION POLICY – SIGNATURE REQUIRED

STUDENT HEALTH

Registering adults are responsible for notifying Sunshine Child Programs of any unusual health concerns for their child when they register the child in our programs. If the child requires any type of medication, the registering adult **MUST** read this policy and fill out the necessary documentation **BEFORE** Sunshine administration makes a determination whether or not the child can participate safely in our program.

MEDICATION DISPENSING POLICY

SUNSHINE CHILD CARE PERSONNEL SHALL NOT ADMINISTER OR DISPENSE ANY KIND OF MEDICATION TO ANY STUDENT WITHOUT THE WRITTEN CONSENT OF THE REGISTERING ADULT AND A COMPLETED TREATMENT PLAN SIGNED BY THE PHYSICIAN. SUNSHINE CHILD CARE RESERVES THE RIGHT TO DECIDE **NOT** TO ADMINISTER MEDICATION IF IT IS DETERMINED THAT THE CIRCUMSTANCES WARRANT MEDICAL TRAINING AND/OR UNREASONABLE RESPONSIBILITY FOR OUR STAFF AND FOR THE SAFETY OF THE CHILD. IF MEDICATION TREATMENT IS APPROVED BY SUNSHINE ADMINISTRATION, THE PERSONNEL ADMINISTERING MEDICATION OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE HELD LIABLE FOR CIVIL DAMAGES

RULES

1. An Authorization for Medication/Treatment Form must be completed. The information required on this form shall include a written treatment plan, signed by a physician and a signed parental consent for all medicine. Execution of the parental consent and physician section will grant the Site Director or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the after school hours, including when the student is away from school property on field trips. The written treatment plan signed by a licensed physician shall include possible side effects, purposes of medication, and special instructions regarding the medication. Medication may only be given when the physician and parental consent sections are complete. This form is required for students with chronic and acute illnesses. Copies of the completed forms must be placed in the student's folder.
2. All approved medications shall be administered by the school coordinator, site director or his/her designee. Sunshine staff will NOT administer any medication that requires a needle injection with the exception of an epipen.
3. Medications may be administered by the school coordinator, site director, or his/her designee when there exists an illness or disability that requires maintenance-type medicine, and when failure to take medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after the Sunshine Child Care Program.
4. In cases of long-term or chronic illnesses that require maintenance-type medicine, all medication authorizations shall not exceed 12 months.
5. All medication to be administered shall be received, counted and stored in its original container and shall be properly labeled: name of student; name of drug; directions concerning dosage; time of day to be taken; name of the prescribing physician; date of prescription; and shall not exceed the dosage required for one week of acute illnesses.
6. A medications log of all students receiving medications will be kept by the site director or his/her designee.
7. Sunshine Child Care shall store all medications in the original container in a secure fashion under lock and key, and shall be accessible only to the school coordinator/site director or designee.
8. No elementary student shall transport medications to or from school.
9. Sunshine Child Care personnel administering medications in accordance with this policy shall not be liable for civil damages.
10. When specific training is required to dispense student medication, it is the parent's responsibility to set up and arrange the needed training for our staff.

I have read and understand Sunshine's Student Medication Policy. I understand that the company has the right to determine whether or not they are able to safely administer the needed medication for my child in order to participate safely in their programs.

Registering Adult Signature

Date

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Sunshine After School Child Care

Part II- Application: Special Needs Pre-Enrollment Form

THIS FORM MUST BE COMPLETED IF YOUR CHILD HAS ANY SPECIAL NEEDS OR HAS A MEDICAL CONDITION THAT MAY REQUIRE SPECIAL ACCOMODATIONS OR STAFFING IN OUR AFTER CARE PROGRAM. IF YOU HAVE MORE THAN ONE CHILD WITH SPECIAL NEEDS OR MEDICAL CONCERNS, PLEASE DUPLICATE THIS FORM AND DO A SEPARATE APPLICATION FOR EACH CHILD.

Student's Name: _____ **Age:** _____ **Grade:** _____

Registering Adult Name: _____

Home Phone Number: _____ **Cell:** _____

Is your child in an ESE program during their regular school day? **Y** **N**

PLACE _____ **COMPLEX PLACE** _____ **AUTISTIC CLUSTER** _____ **OTHER:** _____

Does your child have any serious medical concerns? **Y** **N**

If yes, please explain in detail:

Toileting Needs:	Independent	Y	N
	Needs Assistance	Y	N
	Diapered	Y	N

Are there any other special accommodations your child receives during their regular school day?

Can your child be included in a regular 1:20 staff to child ratio? **Y** **N**

If not, please explain:

Does your child need assistance to participate in any activities? **Y** **N**

If yes, please explain:

Will your child run away from the group? **Y** **N**

Is your child aggressive towards others? **Y** **N**

Does your child respond to one step directions? **Y** **N**

Is your child able to verbally communicate their needs? **Y** **N**

If no, please explain:

Does your child have any serious behavioral concerns? **Y** **N**

If yes, please explain:



BEFORE / AFTER SCHOOL CHILD CARE
PARENT HANDBOOK
(Please detach and keep for your records)

Dear Parents / Guardians,

Thank you for choosing Sunshine Child Programs!

Sunshine would like to welcome you and your children to our programs!

The Mission of Sunshine Child Programs is to provide the schools and families we serve with high quality child care programs that are developmentally appropriate for children in a safe, nurturing and enriching environment.

It is the goal of Sunshine Child Programs to provide a safe and enjoyable experience for your child. We will offer a wide range of recreational experiences, teach the necessary skills to participate, and do our utmost to make each day exciting and rewarding while providing a hazard free environment to participate in. We need your assistance and cooperation for a truly successful program.

Sunshine is a family operated not-for-profit child care provider that has been providing superior school-age child care programs in Broward County since 1992. All of our programs are licensed and insured and operate under the policies and directives of the Broward and Miami-Dade County Division of Children and Family Services and the Broward and Miami-Dade County School Boards. Our administrative executive team consists of highly degreed educational professionals who continuously supervise and work to develop our programs and staff.

Sunshine offers safe and secure, academically rich, recreational programs that promote academic and social development through fun, stimulating, enriching activities for the children on our care. These activities are professionally developed by certified educators and are designed to meet the needs of the children in our diverse communities. We offer an atmosphere where children can socialize with their friends, make new friends and feel safe. We provide a daily snack, homework assistance, recreational and educational games.

In addition to our Before and After School Care Programs, we offer Teacher Planning Day, Winter, Spring and Summer Camps throughout the year at various locations.

This parent handbook outlines Sunshine's policies and procedures.

If you have any questions or concerns, we have an open door policy and you may call us anytime! Please visit our website often for upcoming events, updates and information.

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Hours of Operation:

Sunshine Operates our After School Programs from the time of school dismissal until 6:00 p.m.
Camp hours may vary but are usually from 7:00 a.m. – 6:00 p.m. at select locations.

Registration:

Any child who attends the school is eligible to enroll in After Care. Registration forms are available at each school location, our Corporate Office and our website at www.sunshinefl.com. A registration form MUST be completed for each child every new school year.

Any time your personal information changes, Sunshine must be notified.

Sunshine does not discriminate on the basis of race, color, sex, religion or national origin.

Fees / Payment Schedules:

- A copy of a current payment schedule will be given to you at the time of registration and can be located on our website at www.sunshinefl.com.
- All payments must be made for the entire period.
- Sunshine does not have a daily or weekly fee.
- Payments are due at least 5 days prior to the start of a new period.
- Payment periods DO NOT include days the children are off from school such as Teacher Planning Days, Winter, Spring and Summer Break and holidays.
- Payment periods DO include all Early Release Days.
- If payments are not made on time, your child may be dismissed from our program. If this occurs, your child will be withdrawn and will be required to be re registered in order to attend our program.
- All payments may be made by Cash, Credit Card, Check (payable to Sunshine Child Care) or online at www.sunshinefl.com
- There are no refunds or credits.
- Tax statements are available upon request.

Returned Checks:

If at any time, a check does not clear, you will be required to pay the amount of the check plus a \$25.00 service fee. Thereafter all payments must be made in Cash or Money Order.

Late Fees:

After 6:00 p.m., the charge is \$5.00 for every 15 minutes until the child is picked up. This is strictly enforced and will be payable when the child is picked up. Habitual late pick up will result in dismissal from our program.

After Care Structure:

In most cases, children are placed into groups according to the grade level they are in where they spend 80 % of their time while in After Care. The other 20 % of the time will be spent in mixed group activities.

A structured activity schedule is followed each day which includes snack, quiet homework time, reading enrichment, technology, weekly hands-on science activities, arts and crafts, music, drama and organized indoor / outdoor play. Special activities are offered on Early Release Days and Fun Fridays.

Homework Assistance:

Quiet homework time is provided during after school at the beginning of each day for all grade levels. Students are encouraged to complete their homework during this time before their regular afternoon group activities begin. Counselors provide minimal assistance during this time. They are not certified teachers or tutors. Students who are having difficulty completing their homework assignments during our after school homework time, are expected to complete it at home under parent supervision. Sunshine does not assume responsibility for students completing all homework assignments during after school hours.

Attendance Procedures:

Attendance is taken daily of all children attending the After Care program. Parents / Guardians are responsible for notifying the program staff if their child will be absent from the After School Program. Each after care site location has their own phone number for your convenience. You may call this number anytime during after care hours. You may also call our Corporate Office at 954-236-8850.

If a child does not report to After Care, and is not on the school absentee list or early sign out log, the registering adults or anyone listed on your emergency contact sheet will receive a phone call to verify your child's absence. This helps ensure the safety of your child attending our program.

Sign In and Out:

It is required that the adults listed on the registration form must come into the facility to sign your child out daily and show proper identification. If you have someone other than the usual person picking up your child, you must call us in advance and let us know the person's name. The person must present a photo ID before we will release your child. You MUST notify us if someone is NOT allowed to pick up your child. You may do so on your child's registration packet. We cannot legally bar a parent from picking up a child. We would need a copy of a court order on file.

All of this is for your child's safety and protection!

After School Clubs / Extra Curricular Activities:

All children attending school clubs during after school hours must report to Sunshine After Care first and check in with their counselor prior to attending the club. The parent/guardian must also provide the after school program staff with written permission for their child to attend any club or tutoring program after school. Children who attend the after school program are not permitted to stay late or help any teacher in their classroom, without a parent/guardian's Release of Liability Form. To ensure the children's safety, the teacher or school staff member must come to the after school program to sign the child out and then bring them back to the program and sign them back in.

After School Care Staff:

Sunshine strives to maintain a staff to child ratio of 1:20. Kindergarten through 8th grade and 1:10 for Pre-K.

Child care staff may include both School Board of Broward and Miami-Dade County, and non-school board employees. Each staff member must be fingerprinted and background screened and meets the medical requirements set forth by law. All staff also receives a mandatory 4 ½ hour orientation prior to beginning their position that focuses on methods and guidelines for working with children. They are then placed at a program to work with an experienced staff trainer for a period of 3 to 5 days. In addition, all staff are required to take the 40-hour Child Care Training course mandated by law, be certified in Pediatric CPR and First Aid and take 12 hours of in-service training yearly.

An experienced and qualified Site Manager and Front Desk assistant supervise each after care location and function under the direct supervision of an Area Administrative Manager and School Administration.

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Health/Safety/Medications:

Every site is equipped with a first aid kit. There are at least 3 staff members at each site that are CPR/First Aid Certified. The Site Manager will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the accident report will be sent home to the parent/guardian with the child, and a copy will be kept on file.

In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.

In the event of an emergency warranting medical attention or considered life threatening, the Site Manager will call 911. Parents/guardians and/or emergency contacts will be contacted.

If your child must take a prescription medication of any kind, you must notify the Site Manager and complete a Medical Authorization Form. Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container. All medications will be dispensed in accordance with The Broward and The Miami-Dade County School Boards. Sunshine has the right to decline a medication request.

Student Discipline Policy:

At Sunshine Child Programs, children are our business and their safety is our number one priority! We feel strongly that a positive, supportive, and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. Our goal is to help children feel good about themselves by building their self-esteem and self-confidence. Whenever discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to insure the safety and well being of all of our children:

- 4) Counselors will first take your child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior is warranted, the child will receive a verbal warning and be given a behavior report requiring an adult signature.
- 5) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office.
- 6) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

Personal Items:

Please DO NOT send any personal items such as cell phones, I-pods, radios, jewelry, purses, wallets, game boys, toys, or items of sentimental value. We are not responsible for loss or damage of any personal items. Sunshine will have a lost and found for any items left at night. If the items have not been claimed after 2 weeks, they will be donated.

Notification of changes:

It is extremely important that you notify the Site Manager immediately of any changes in home address, contact persons and phone numbers and dismissal changes.

Sample Summer Camp Flyer/ Parent Registration Packet
And Parent Handbook

Distribution does not imply endorsement or
recommendation by Broward County Public Schools



Are you looking for a
SAFE, EXCITING, FUN
Summer Camp for your child??

Sunshine Summer Camp 2016

is the place to be!

Join us for a wacky, wild Summer!

The perfect programs to fit your Summer Camp needs !

Convenient Locations
and
Affordable Prices !

Sunshine is
fully licensed
and
insured



HOLLYWOOD
Like Nowhere Else!

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SUNSHINE
CHILD PROGRAMS

HOLLYWOOD
Like Nowhere Else!

PASSWORD: _____

How did you hear about us ? _____

CITY OF HOLLYWOOD SUMMER CAMP PROGRAMS APPLICATION

Child # 1

Camp Location: _____ Driftwood Park _____ David Park

Child # 2

First Name: _____

Last Name: _____

School Student ID # _____

Date of Birth: _____ Age: _____

Grade Entering: _____ Sex: _____

Hair Color: _____ Eye Color: _____ Race: _____

Shoe Size: _____ Shirt Size: _____

Child Lives with: Mom Dad Other

Permission to take pictures: **YES or NO**

Allergies: _____

Medical Concerns: _____

Medications needed during camp hours: _____

Does your child have any special needs or receive any special services during the school day ?

YES or NO

(If Yes, you must complete part 2 – Page 4/5)

First Name: _____

Last Name: _____

School Student ID # _____

Date of Birth: _____ Age: _____

Grade Entering: _____ Sex: _____

Hair Color: _____ Eye Color: _____ Race: _____

Shoe Size: _____ Shirt Size: _____

Child Lives with: Mom Dad Other

Permission to take pictures: **YES or NO**

Allergies: _____

Medical Concerns: _____

Medications needed during camp hours: _____

Does your child have any special needs or receive any special services during the school day ?

YES or NO

(If Yes, you must complete part 2 – Page 4/5)

Parent / Guardians # 1

Name: _____

Work Number: _____

Cell Number: _____

Home Address: _____

City, Zip Code: _____

Email Address: _____

Emergency Contacts: (other than above listed guardians)

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

Parent / Guardian #2

Name: _____

Work Number: _____

Cell Number: _____

Home Address: _____

City, Zip Code: _____

Email Address: _____

Parent Signature: _____ **Date:** _____

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PARENT GUIDELINES VERIFICATION FORM

PAYMENTS: Are due before the program starts. Failure to pay in advance will result in a child's non-participation in the program and an immediate dismissal. I understand that there will be no refunds, credits, or reductions in fees. Parent / Guardian will be required to re-register their child and pay registration fees again.

RETURNED CHECKS: If your payment check is returned from the bank for any reason you will be charged the amount of the check plus a \$25.00 service fee. All payments thereafter will have to be paid in cash.

LATE PICK UP FEES: I understand that if I pick up my child after closing time, an overtime fee of \$5.00 per each 15 minutes or part thereof, per child will be charged. On the fourth late pick up, suspension of child care services may occur with NO REFUNDS or credit for future services.

STUDENT DISCIPLINE: At Sunshine Child Programs, children are our business and their safety is our number one priority! We feel strongly that a positive, supportive and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. We believe that children learn from us and that we are their positive role models. One of our many goals is to help children feel good about themselves by building their self-esteem and self-confidence. Our counselors and Site Managers have been trained in "Cooperative Discipline" by our Director of Educational Programs and Quality Assurance. Whenever Discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to insure the safety and well being of all of our children:

- 1) Counselors will first take your child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior warrants, the counselor will either put the child in time out (appropriate to their age), or, if necessary, have the On-Site Manager speak to the child. The child will receive a verbal warning and a behavior report requiring parent signature.
- 2) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office and to the Town of Davie.
- 3) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

Signature of Parent / Guardian: _____

FIELD TRIPS: I, the undersigned, do hereby release and agree to hold harmless Sunshine After School Child Care Programs, Inc., The City of Hollywood, agents, or operation facilities, from all claims for loss, injury or damage, to persons and property while participating in any chosen activity, which I, or person claiming through me or on my behalf may at any time have arising of or connected with the operation of this activity. I give permission for my child to travel off campus during selected activity times.

Signature of Parent / Guardian: _____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT: In case of an emergency, Sunshine After School Child Care Programs, Inc. will attempt to reach either parent/guardian or the Emergency Contacts given by the guardian on the Application Form. If for any reason none of these parties are available, I authorize Sunshine Child Care Programs to have my child (ren) transported to the closest medical facility by EMT and grant permission to perform any emergency procedure at the discretion of that medical facility.

Signature of Parent / Guardian: _____

AUTHORIZATION FOR MEDIA RELEASE: I acknowledge that Sunshine After School Child Care Programs, Inc. is a private provider and understand that my child's picture may appear in newspaper or on television as part of a media publication on Sunshine Child Programs or The City of Hollywood. I also agree to allow Sunshine to use pictures on their safe and secure business website.

Signature of Parent / Guardian: _____

PARENT HANDBOOK: I the undersigned have read and agreed to all of Sunshine's Policies and Procedures noted in the Summer Parent Handbook.

Signature of Parent / Guardian: _____

STUDENT MEDICATION POLICY – SIGNATURE REQUIRED

STUDENT HEALTH

Registering adults are responsible for notifying Sunshine Child Programs of any unusual health concerns for their child when they register the child in our programs. If the child requires any type of medication, the registering adult MUST read this policy and fill out the necessary documentation BEFORE Sunshine administration makes a determination whether or not the child can participate safely in our program.

MEDICATION DISPENSING POLICY

SUNSHINE CHILD CARE PERSONNEL SHALL NOT ADMINISTER OR DISPENSE ANY KIND OF MEDICATION TO ANY STUDENT WITHOUT THE WRITTEN CONSENT OF THE REGISTERING ADULT AND A COMPLETED TREATMENT PLAN SIGNED BY THE PHYSICIAN. SUNSHINE CHILD CARE RESERVES THE RIGHT TO DECIDE NOT TO ADMINISTER MEDICATION IF IT IS DETERMINED THAT THE CIRCUMSTANCES WARRANT MEDICAL TRAINING AND/OR UNREASONABLE RESPONSIBILITY FOR OUR STAFF AND FOR THE SAFETY OF THE CHILD. IF MEDICATION TREATMENT IS APPROVED BY SUNSHINE ADMINISTRATION, THE PERSONNEL ADMINISTERING MEDICATION OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE HELD LIABLE FOR CIVIL DAMAGES

RULES

1. An Authorization for Medication/Treatment Form must be completed. The information required on this form shall include a written treatment plan, signed by a physician and a signed parental consent for all medicine. Execution of the parental consent and physician section will grant the Site Director or his/her designee the permission to assist in the administration of all medications and shall explain the necessity for the medication to be provided during the after school hours, including when the student is away from school property on field trips. The written treatment plan signed by a licensed physician shall include possible side effects, purposes of medication, and special instructions regarding the medication. Medication may only be given when the physician and parental consent sections are complete. This form is required for students with chronic and acute illnesses. Copies of the completed forms must be placed in the student's folder.
2. All approved medications shall be administered by the school coordinator, site director or his/her designee. Sunshine staff will NOT administer any medication that requires a needle injection with the exception of an epipen.
3. Medications may be administered by the school coordinator, site director, or his/her designee when there exists an illness or disability that requires maintenance-type medicine, and when failure to take medication could jeopardize the student's health and when the medication administration schedule cannot be accommodated before or after the Sunshine Child Care Program.
4. In cases of long-term or chronic illnesses that require maintenance-type medicine, all medication authorizations shall not exceed 12 months.
5. All medication to be administered shall be received, counted and stored in its original container and shall be properly labeled: name of student; name of drug; directions concerning dosage; time of day to be taken; name of the prescribing physician; date of prescription; and shall not exceed the dosage required for one week of acute illnesses.
6. A medications log of all students receiving medications will be kept by the site director or his/her designee.
7. Sunshine Child Care shall store all medications in the original container in a secure fashion under lock and key, and shall be accessible only to the school coordinator/site director or designee.
8. No elementary student shall transport medications to or from school.
9. Sunshine Child Care personnel administering medications in accordance with this policy shall not be liable for civil damages.
10. When specific training is required to dispense student medication, it is the parent's responsibility to set up and arrange the needed training for our staff.

I have read and understand Sunshine's Student Medication Policy. I understand that the company has the right to determine whether or not they are able to safely administer the needed medication for my child in order to participate safely in their programs.

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2016 Sunshine Summer Camp Programs

Part II- Application: Special Needs Pre-Enrollment Form

THIS FORM MUST BE COMPLETED IF YOUR CHILD HAS ANY SPECIAL NEEDS OR HAS A MEDICAL CONDITION THAT MAY REQUIRE SPECIAL ACCOMODATIONS OR STAFFING IN OUR AFTER CARE PROGRAM. IF YOU HAVE MORE THAN ONE CHILD WITH SPECIAL NEEDS OR MEDICAL CONCERNS PLEASE DUPLICATE THIS FORM AND DO A SEPARATE APPLICATION FOR EACH CHILD.

Student's Name: _____ Age: _____ Grade: _____

Home School: _____ Date: _____

Parent/Guardian's Name: _____

Home Phone Number: _____ Cell: _____

Is your child in an ESE program during the regular school day? Y N

PLACE _____ COMPLEX PLACE _____ AUTISTIC CLUSTER _____ Other: _____

Does your child have any serious medical concerns? Y N

If yes, please explain in detail:

Are there any other special accommodations your child receives during the regular school day outside of their regular classroom routine?

Can your child be included in a regular 1:20 staff to child ratio? Y N

If not, please explain:

Does your child need assistance to participate in any activities such as -

- | | | |
|---|---|---|
| • Swimming (Must be able to change their own clothes) | Y | N |
| • Riding a bus | Y | N |
| • Away field trips | Y | N |

If yes, please explain:

Will your child run away from the group? Y N

Is your child aggressive towards others? Y N

Does your child respond to one step directions? Y N

Toileting Needs:	Independent	Y	N
	Needs Assistance	Y	N
	Diapered	Y	N

Is your child able to verbally communicate their needs? Y N

Does your child have any serious behavioral concerns? Y N

If yes, please explain:



CITY OF HOLLYWOOD SUMMER CAMP PROGRAMS

OPERATED BY SUNSHINE CHILD PROGRAMS

WELCOME TO SUMMER CAMP 2016!!!

Dear Parents / Guardians,

Thank you for choosing The City of Hollywood Summer Camp programs operated by Sunshine Child Programs! Sunshine Child Programs is a family operated not for profit organization established in 1992. Our agency is fully licensed and insured, providing care to nearly 3,000 children daily throughout Broward and Dade County. Sunshine staff members meet all educational and professional requirements of the Broward and Dade County District and Child Care Licensing. All of our staff members adhere to the Jessica Lunsford security clearance procedures and undergo drug testing prior to employment. Sunshine is in partnership with the Broward County and Dade County School Board, Children's Services Council, The Town of Davie, The City of Miramar and The City of Hollywood.

To ensure a safe and enjoyable experience for your child, we ask that you carefully review all of the items listed below.

Site Locations:

Driftwood Community Center: 3000 North 69th Ave.

David Park: 108 North 33rd Court

Dates: June 13th – August 18th (We will be closed July 4th and August 19th)

Hours of Operation: 9:00 a.m. – 4:00 p.m. with early drop off at 7:30 a.m. and late pick up at 6:00 p.m. at no additional charge.

Camp Objective: It is the goal of the Parks and Recreation Department and Sunshine Child Programs to provide a safe and enjoyable summer for your child. We will offer a wide range of recreational experiences, teach the necessary skills to participate and do our utmost to make each day exciting and rewarding while providing a hazard free environment to play in. We will offer many enriching activities. Parent cooperation and support is needed for a truly successful summer camp program.

Camp Structure: In most cases, children are placed into groups according to the grade level they are going into where they spend 50 % of their time while at camp. The other 50 % of the time will be spent in mixed group activities.

Structured activities such as Arts and Crafts, Organized Sports, Field Trips, etc. will take place between 9:00 a.m. – 4:00 p.m. Children will be encouraged to participate in all activities. The children will have supervised free time between 7:30 a.m. – 9:00 a.m. and 4:00 p.m. – 6:00 p.m.

Late Fees: After 6:00 p.m., the charge is \$5.00 for every 15 minutes until the child is picked up. This is strictly enforced and will be payable when the child is picked up.

Sign In and Out: Please come into the facility to sign your child in and out daily. At pick up, please show ID daily. If for some reason you should be later than usual picking up your child, please give us a call so that your child does not panic that you forgot him / her. If you have someone other than the usual person picking up your child, you must call us in advance and let us know the person's name. The person must present a photo ID before we will release your child. Also, you **MUST** notify us if someone is **NOT** allowed to pick up your child. You may do so on your child's registration packet. We can not legally bar a parent from picking up a child. We would need a copy of a court order on file.

All of this is for your child's safety and protection!

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Student Discipline Policy: At Sunshine Child Programs, children are our business and our number one priority! We feel strongly that a positive, supportive and structured environment promotes good behavior. A full day of activities is planned to direct your child's energy into positive channels. We believe that children learn from us and that we are their positive role models.

One of our many goals is to help children feel good about themselves by building their self-esteem and self-confidence. Our Counselors and Site Managers have been trained in "Cooperative Discipline" by our Director of Educational Programs and Quality Assurance. Whenever Discipline is necessary, corrective discipline is used to change the inappropriate behavior of the child, never to hurt the child.

The following steps are taken to correct inappropriate behavior in our programs and to insure the safety and well being of all of our children:

- 4) Counselors will first take a child aside and quietly speak to him/her about their behavioral concern. If the inappropriate behavior warrants, the counselor will either put the child in time out (appropriate to their age), or, if necessary, have the On-Site Manager speak to the child. The child will receive a verbal warning and a behavior report requiring parent signature.
- 5) A child's second serious behavior incident will result in a phone call to the parent as well as a written behavior report copied to the Sunshine Child Programs Corporate Office and to the City of Hollywood.
- 6) A child's third behavior report will result in a phone call to the parent from the On-Site Manager, and possible suspension or dismissal from any Sunshine Child Program.

Lunch: Lunch is usually scheduled between 11:00 a.m. and 1:00 p.m. Your child must bring a bagged lunch and drink every day. When sending lunch, do not forget to send proper utensils, as we do not supply utensils. Please do not send your child with food that needs to be heated as we do not have access to a microwave. Also, children can not store their lunches in the refrigerator. We ask that you please label your child's lunch bag so we know who it belongs to when it is time to eat.

Field Trips:

- **Sunshine Camp T-Shirts MUST be worn on all field trips.** If your child comes to camp without their T-shirt, Sunshine will put a camp T-shirt on them and you will be charged \$10.00 that must be paid the same day. Additional T-Shirts can be purchased for \$10.00.
- Your child can not be dropped off at any field trip unless a camp supervisor is notified first.
- Send a change of clothes on the days we go to water parks or pools.
- Children must wear regular sneakers to camp daily. On water days, they can bring water shoes to change. We do not suggest flip flops, sandals or water shoes to be worn each day.
- Field Trip times may vary and ARE SUBJECT TO CHANGE. Times will be posted daily.
- **Be sure to have a monthly activity calendar**
- Your child must be dropped off no later than 8:45 a.m.
- On Field trip days, all children must go on the field trip. There will be no one left back at the site.
- Your child will be required to wear a Sunshine Wristband each time they travel off site. The wristband will include the site name and the phone number to contact us. This is for your child's safety. They may not take the wristbands off until we return to the camp site.

Proper Attire: Children should wear play clothes that are comfortable and sneakers with socks. We do not suggest flip flops, sandals, or dress shoes. This is for the safety of your child. T-Shirts with inappropriate sayings or pictures are not permitted. Your child is required to wear his or her camp T-shirt on all field trip days. This will aid in identifying him or her in our group.

Personal Items: DO NOT send any personal items such as cell phones, I-pods, radios, jewelry, purses, wallets, game boys, toys, or items of sentimental value. We are not responsible for loss or damage of any personal items. Be sure to put your child's name on any item you bring. Sunshine will have a lost and found for any items left at night. If the items have not been claimed after 2 weeks, they will be donated. Sunshine will not hold any extra money your child brings.

Camp Schedules: Parents will be given an 11 week calendar during the first week of camp. We suggest that you keep this calendar on your refrigerator for easy reference.

Accidents / Incidents: If your child has an accident / incident while in Summer Camp, you will receive an immediate phone call regardless of the severity. You will also receive written documentation of the accident. If your child has any injuries that we are unaware of at the time you pick, please contact us immediately. Do not wait more than 24 hours to let us know any concerns you may have. In the event of serious illness or accident, we will call EMS and they will take whatever steps necessary to insure your child's well being.

Movies: Movies may be shown once or twice a week as an extra treat for the children. All camps sites will show "G" and "PG" movies. If you prefer that your child not see a certain video, please contact the camp supervisor, as there will always be alternate activities scheduled for those children not allowed or not wishing to view the video shown.

Camp Payments: Camp fees must be paid on time. No refunds or credits will be given.

Sunshine Corporate Office: 954-236-8850

Important Reminders:

- Children should not bring jewelry, toys or electronic devices to camp as Sunshine is NOT responsible for damage or loss.
- Clearly label all clothing, towels and lunch boxes.
- Children bringing money for field trips or snacks should carry it with them at all times. Do not put it in their bagged lunch.
- Make sure your child's registration is up to date with correct contact numbers and medical information.
- For concerns or problems regarding camp, please see your child's camp supervisor as soon as the concern arises.
- Children may not be dropped off at a field trip location without notifying the supervisor first.
- If children are dropped off before 7:00 a.m., Sunshine Child Care is not responsible for them. If your child is picked up after 6:00 p.m., a fee of \$5.00 every 15 minutes will be charged.

***Sunshine Will be closed on Monday, July 4th
in observance of Independence Day***

Summer Camp Parent Night Schedule:

Driftwood Participants:

David Park Participants:

***** Please detach the 3 page Parent Handbook and keep for your records *****

Please feel free to call us anytime you have any concerns or questions. Sunshine Child Programs looks forward to providing your child with a fun, safe and rewarding summer camp experience!

You can also find out more information about Sunshine at www.sunshinefl.com

954-236-8850

Sample Monthly Newsletters

The Sunshine Times

2016

PAYMENT OPTIONS

Please be sure to see your locations payment due date schedule

1. Online at www.sunshinefl.com
2. EFT - Automatic withdrawal from your account
3. Call us at 954-236-8850
4. Pay at your school location

* We accept cash, CC, money order, check *

Important Dates

**SCHOOLS AND
SUNSHINE CLOSED**

January 18th

SPRING CAMP

March 18th - March 25th

Camp will be held at
Driftwood Comm. Center,
Pine Island Ridge Comm. Center,
Broward Central Regional Park
and

Ivanhoe Comm. Center

Visit our website at
www.sunshinefl.com

HOLLYWOOD
Life Works Best



Theme of the Week

Theme: Happy new Year / Love
Character Trait: Respect / Honesty

* Each student will participate in
weekly art projects, science projects,
activities, words and writing :)

Sunshine will be participating
in the annual Dan Marino
Foundation WalkAbout Autism.

Join us or donate now at
support.danmarinofoundation.org



FOLLOW US



**Sunshine is
HIRING!!
We are now
interviewing
counselors and Site
Managers**

**We are looking for
energetic,
responsible,
reliable people to
come work with us.**

Visit our website at
www.sunshinefl.com
to apply!



The Sunshine Times

March Edition

2016

Happy St. Patrick's Day

Theme of the Week

Theme: March Madness

Character Trait: Self Control

* Each student will participate in weekly art projects, science projects, activities, words and writing :)

PAYMENT OPTIONS

1. Online at www.sunshinefl.com
2. EFT - Automatic withdrawal from your account
3. Call us at 954-236-8850
4. Pay at your school location

* We accept cash, CC, money order, check *

Important Dates

SPRING CAMP

March 18th - 25th

Camp will be held at
Driftwood Comm. Center,
Pine Island Ridge Comm. Center
Central Broward Park and
Ivanhoe Comm. Center

Visit our website at
www.sunshinefl.com



Spotlight on Kickball

Sunshine's Kickball League 2016 Standings

West	Team	W	L	T	Points
1	Coconut	1	0	1	24
2	Embassy	1	0	0	13
3	Panther	0	2	0	2
4	Dolphin	0	0	1	4

East	Team	W	L	T	Points
1	Pembroke	0	1	0	1
2	Stirling	0	0	0	0
3	Boulevard	1	0	0	13
4	Fairway	0	0	0	0

Follow us



SUMMER CAMP

*Operating Outstanding Camps since 1992 *

Fully Licensed and Insured

Locations in: *Miramar *Davie *Hollywood *

Lauderhill, Lauderdale Lakes, Miami

No additional activity fees !

(Field Trips, Swimming, Art, Music, Dance, Physical Fitness)

**Visit our website
www.sunshinefl.com
for all your
Summer Camp
needs!**

7900 Peters Rd Suite B-101
Plantation, FL 33324
www.sunshinefl.com
Office: 954-236-8850
Fax: 954-236-8881

Sample Parent Survey



SUNSHINE
child programs

After School Care PARENT SURVEY

Site Location: Driftwood
Date: January / February 2016

We have been very happy to provide After School Care to your children throughout Broward County since 1992! Your thoughts and opinions are very important to us. Through your suggestions we will be able to continually improve our After Care programs to meet the needs of your children and your family. Our goal is to strive to continually provide a safe quality program for the children in our care.

1. When I come to visit or pick up my child, I feel welcomed by the staff? ☒ Y ☐ N
Comments: _____

2. I believe my child is treated fairly? ☒ Y ☐ N
Comments: _____

3. I believe the staff care and respect my child and me? ☒ Y ☐ N
Comments: _____

4. I believe the program provides a balance between play activities and academic activities? ☒ Y ☐ N
Comments: _____

5. I believe the facility / school is safe, clean and has adequate space for my child? ☒ Y ☐ N
Comments: _____

6. My child is happy in the program? ☒ Y ☐ N
Comments: _____

7. List any activities that you would like to see added to the program.

Dance, Football

8. What do you like most about the program?

Very clean Site, Friendly Staff.
Kids always having fun

9. What do you like least about the program?

N/A

10. In general, please rate how you feel about the quality of services your child receives.

☒ Very Satisfied

☐ Satisfied

☐ Unsatisfied

Additional Comments Welcome:

Keep Up the Good Work!!!

Please return this form to your Front Desk staff member.

We appreciate your thoughts and suggestions.

Sunshine Management

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Part IV. Project Understanding, Proposed Approach & Methodology

L. Operating Costs

*See attached Budget for 2016-17 After School Care, Non-School Day
Camp and Summer Camp Programs

SUNSHINE AFTER SCHOOL CHILD CARE, INC

2016-2017 HOLLYWOOD - SAMPLE BUDGET

Revenue				Site Expenses							
	Head Count	18 day Period Rate	Incoming Revenue	Gross Payroll	City Fee (10%)	Scholarship Discount 25%	Sibling Discount 10%	Bus Cost	Snack / Supplies	Total Expenses	Period Profit / Loss
After Care											
Elemen.	30	\$135	\$ 4,050.00	\$ 3,924.00	\$ 512.19	\$ 135.50	\$ 162.60	\$ 450.00	\$180.00	\$ 5,364.29	\$ 55.71
Middle	20	\$68.50	\$ 1,370.00								

Revenue				Site Expenses							
	Head Count	Daily Rate	Incoming Revenue	Gross Payroll	City Cost (10%)	Scholarship Discount 25%	Sibling Discount 10%	Field Trip / Bus	Total Expenses	Daily Profit / Loss	
NSD											
Budget	60	\$ 30.00	\$ 1,800.00	\$ 441.00	\$ 170.10	\$ 45.00	\$ 54.00	\$ 840.00	\$ 1,550.10	\$ 249.90	

Revenue				Site Expenses							
	Head Count	Weekly	Incoming Revenue	Gross Payroll	City Cost (25%)	Sibling Discount 10%	Field Trip Cost	Bus Cost	Swim Trip	Total Expenses	Weekly Profit / Loss
Summer 2016											
Budget	60	\$ 130.00	\$ 7,800.00	\$ 2,805.00	\$ 1,891.50	\$ 234.00	\$ 1,200.00	\$ 720.00	\$300.00	\$ 7,150.50	\$ 649.50

Part IV Project Understanding, Proposed Approach & Methodology

M. Risk Management

*Please see attached Risk Management documents.

Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: _____
Title: _____ Telephone: _____

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President

Date

Section II.

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

Responsibilities

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.

Management will post the minutes of each meeting (see page 3) in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

Section III.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator	_____	Poison Control	_____
First Aid	_____	Fire Department	_____
Ambulance	_____	Police	_____
Medical Clinic	_____		
Clinic Address	_____		

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.
- Have a co-worker use the posted emergency telephone numbers to call for medical assistance.

Section V.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports (see page V.2) are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

ACCIDENT INVESTIGATION REPORT

REPORT # _____

COMPANY: _____ ADDRESS: _____

1. Name of injured: _____ S.S. #: _____
2. Sex ☐ M ☐ F Age: _____ Date of accident: _____
3. Time of accident: _____ a.m. _____ p.m. Day of accident: _____
4. Employee's job title: _____
5. Length of experience on job: _____ (years) _____ (months)
6. Address of location where the accident occurred: _____ 7. Nature of injury, Injury type, and Part of the body affected: _____

8. Describe the accident and how it occurred: _____ 9. _____

Cause of the accident: _____

10. Was personal protective equipment required? ☐ yes ☐ no Was it provided? ☐ yes ☐ no
Was it being used? ☐ yes ☐ no If "no", explain. _____ Was it being used as trained
by supervisor or designated trainer? ☐ yes ☐ no If "no", explain. _____

11. Witness(es): _____

12. Safety training provided to the injured? ☐ yes ☐ no If "no", explain. _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of report _____ 19 _____

Prepared by: _____

Supervisor (Signature) _____

Date: _____

16. Status and follow-up action taken by safety coordinator: _____

Safety Coordinator (Signature) _____

Date: _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

AN ACCIDENT INVESTIGATION IS NOT DESIGNED TO FIND FAULT OR PLACE BLAME BUT IS AN ANALYSIS OF THE ACCIDENT TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Please refer to the web site of OSHA.gov under record keeping for detailed information related to this Federal compliance that must be met on an annual basis.

Part V –
Revenue Benefit & Fee Structure to the
City Of Hollywood

Part V. Revenue Benefit & Fee Structure to the City of Hollywood

After School Care Program/Non-School Days

Formula for Payment for After School Care/Non-School Days:

Aftercare Fees:	<u>10%</u> of total amount collected
Non-School Day Fees:	<u>10%</u> of total amount collected
Aftercare Registration:	\$25 Registration Fee for One Child/ \$30 Family Registration Fee *\$20 of Registration Fee is paid back to the City
City Bus Usage:	<u>\$25/hour</u> pro-rated by the minute
Less: Refunds	Amounts previously paid to the City and being refunded to parents

Format:

Each payment will be accompanied by documentation supporting payment amounts to include the following:

- 1) Cover letter confirming amounts collected for each revenue category and amount due to City
- 2) "Summary Revenue Report" of Program Fees (by site)
- 3) "Detail Revenue Report" of Program Fees (by student)
- 4) "Summary Revenue Report" of Registration Fees (by site)
- 5) "Detail Revenue Report" of Registration Fees (by student)
- 6) City of Hollywood "PRCA Transportation Roster" (by site)

Schedule of Payment:

Payment to the City shall be submitted by the 15th of each month, or the next business day if the 15th falls on a weekend or holiday. Payment will include the following:

- 1) Program Fees for the current period
- 2) Program Fees for the previous period (late payments collected)
- 3) Registration Fees (current period and late payments from previous period)
- 4) Bus usage fees
- 5) Less: Refunds

Part V. Revenue Benefit & Fee Structure to the City of Hollywood (cont'd)

Summer Camp Program

Formula for Payment for Summer Camp:

Summer Camp Fees:	<u>25%</u> of total amount collected
Summer Registration Fees:	\$25 Registration Fee for One Child/ \$30 Family Registration Fee <u>*\$20</u> of the Registration Fee is paid back to the City
Less: Refunds	Amounts previously paid to the City and being refunded to parents

Format:

Each payment will be accompanied by documentation supporting payment amounts to include the following:

- 1) Cover letter confirming amounts collected for each revenue category and amount due to City
- 2) "Summary Revenue Report" of Program Fees (by site)
- 3) "Detail Revenue Report" of Program Fees (by student)
- 4) "Summary Revenue Report" of Registration Fees (by site)
- 5) "Detail Revenue Report" of Registration Fees (by student)

Schedule of Payment:

Payment to the City shall be submitted by the 15th of each month, or the next business day if the 15th falls on a weekend or holiday. Payment will include the following:

- 1) Program Fees for the current period
- 2) Program Fees for the previous period (late payments collected)
- 3) Registration Fees (current period and late payments from previous period)
- 4) Less: Refund

Part VI– References and Success in Completing Similar Projects

- See attached - Profile of Proposer
- 2015-16 School and City Programs Contact Information
- Reference Questionnaires

Part VI. References and Success in Completing Similar Projects

Profile of Proposer

- a.) **Sunshine After School. Child Care, Inc. is a local not-for-profit organization here in Broward County, Florida. Sunshine is a successful private child care provider since 1992.**
- b.) **Sunshine After School. Child Care, Inc. corporate office is located at: 7900 Peters Road Building B Suite 101
Plantation, FL 33324
(954) 236-8850**
- c.) **Sunshine After School. Child Care, Inc. has satisfactorily performed our after school child care services, non school day camps and summer camp programs for the following municipalities:**
 - 1. **The City Of Hollywood**
Department of Parks, Recreation & Cultural Arts
1405 S. 28th Avenue
Hollywood, FL 33022
Mr. Chuck Ellis, Director
(954) 921-3404
Note: We provide after school care and non-school day camp program services at Driftwood Community Center. We operate summer camp programs at Driftwood Community Center, and David Park Community Center.
 - 2. **The Town of Davie**
Parks and Recreation Department
3801 S. Pine Island Road
Davie, FL 33028
Mr. David Flaherty, Director
(954) 797-1145
Note: We provide after school care and non-school day camp program services at Pine Island Multi-Purpose Center. We operate summer camp programs at three (3) Davie locations including Pine Island Multi-Purpose Center, Ivanhoe Community Center and Eastside Community Center.
- d.) **Sunshine After School. Child Care, Inc. has satisfactorily operated our after school child care programs, non school day camps and summer camp programs at multiple elementary and middle school locations for both The Broward County School Board and the Miami-Dade County School Board.**
- e.) **Sunshine operates our after school care program in two (2) Catholic Schools in Broward County; Saint David and Saint Ambrose.**

***See Attached List of 2015-16 Program Locations and Contact Information**

School and Important Contact Information 2015 - 2016

School Location	Principal	School Address	School #	Fax #	ASC #	Mobile #
Arcola Elementary	Dr. Cynthia Williams	1037 NW 81st Street, Miami, FL 33150	305-836-2810	305-694-2340		
Bennett Elementary	Chris Carney	1755 NE 14th Street, Ft.Lauderdale, FL 33304	754-322-5450	754-322-5490	954-396-3631	954-410-2263
Boulevard Hght. Elem	Juan Alejo	7201 Johnson Street Hollywood, FL 33024	754-323-4950	754-323-4990	754-323-4993	954-445-1259
Broadview Elementary	Donald Lee	1800 SW 62 Avenue, Pompano Beach, FL 33068	754-322-5500	754-322-5540	754-322-5543	754-224-0438
Coconut Palm Elementary	Terri Thelmas	13601 Monarch Lakes Blvd. Miramar, FL 33027	754-323-5050	754-323-5090	754-323-5093	754-581-2971
CoralSprings Middle	Ian Murray	10300 W. Wiles Road, Coral Springs, FL 33076	754-322-3000	754-322-3085		
Colbert Elementary	Patricia Yackel	2701 Plunkett Street, Hollywood, FL 33020	754-323-5100	754-321-5140	754-323-5130	954-560-6357
Dolphin Bay Elementary	Sandra Nelson	16450 Miramar Parkway, Miramar, FL 33027	754-323-8000	754-323-8040	754-323-8043	754-264-3276
Driftwood Community Center	N / A	3000 North 69th Avenue, Hollywood FL 33024	N / A	954-967-4451	N / A	754-581-3497
Embassy Creek Elementary	Robert Becker	10905 SE Lake Blvd. Cooper City, FL 33026	754-323-5550	754-323-5590	754-323-5593	954-410-1608
Endeavour Elementary	Denise Lawrence	2701 NW 56 Ave, Lauderdale, FL 33313	754-321-6600	754-321-6640	754-581-3499	754-581-3499
Fairway Elementary	Michelle McKnight	7850 Fairway Blvd, Miramar, FL 33023	754-323-5650	754-323-5690	754-323-5693	754-224-0902
Flagami Elementary	Aileen Vega	920 SW 76th Ave., Miami, FL 33144	305-261-2031	305-267-2980		954-225-3303
Glades Middle	Krista Herrera	16700 SW 48th Court, Miramar FL 33027	754-323-4600	754-323-4685	954-324-5529	954-324-5529
Harbordale Elementary	Theresa Buculo	900 SE 15th Street Fort Lauderdale, FL 33316	754-323-6050	754-323-6090	954-759-0061	754-224-6043
Hibiscus Elementary	Kim Cox	18701 NW 1st Ave., Miami, FL 33169	305-652-3018	305-654-5760		305-654-5700
Margate Elementary	Thomas Schroeder	6300 NW 18th Street Margate, FL 33063	754-322-6900	754-322-6940	754-322-6943	754-224-1630
North Andrews Gardens Elem	Dauida Shacter	345 NE 56th Street, Ft. Lauderdale, FL 33334	754-322-7300	754-322-7340	754-322-7320	954-579-6704
New Renaissance Middle	Janet Morales	10701 Miramar Blvd, Miramar, FL 33025	754-323-3500	754-323-3585	754-323-3517	
Oakridge Elementary	Debra Friedman	1507 N. 28th Avenue Hollywood, FL 33020	754-323-6700	754-323-6740	754-323-6744	754-224-1642
Panther Run Elementary	Elaine Saef	801 NW 172nd Ave Pembroke Pines, FL 33029	754-323-6850	754-323-6890	754-323-6895	954-448-5437
Parkway Elementary	Maria Fernandez	1320 NW 188th Street, Miami Gardens, FL 33169	305-653-0066	305-654-5701		
Park Lakes Elementary	Orinthia Dias	3925 State Road 7, Lauderdale Lakes, FL 33319	754-322-7650	754-322-7690	754-322-7693	954-324-5425
Pembroke Pines Elementary	April Schentrup	6700 SW 9th Street Pembroke Pines, FL 33023	754-323-7000	754-323-7040	754-323-7034	954-756-4582
Pines Middle	Carlton Campbell	200 NW Douglas Road, Pembroke Pines, FL 33024	754-323-4000	754-323-4059	754-323-4038	N / A
Pine Island Ridge	N / A	3801 S Pine Island Road, Davie, FL 33028	N / A	N / A	N / A	954-295-9482
Royal Palm Elementary	Ducarmel Augustin	1951 NW 56th Avenue Lauderdale, FL 33313	754-322-8350	754-322-8390	754-322-8393	954-448-8496
Saint Ambrose Catholic School	Lisa Dodge	363 SE 12th Avenue, Deerfield Beach, FL 33441	954-427-2226	954-427-2293		
Saint David Elementary	Jane Broder	3900 S University Drive Davie, FL 33328	954-472-7086	954-452-8243	954-476-9293	954-324-5424
Scott Lake Elementary	Lakeisha Wilson-Rochelle	1160 NW 175th Street, Miami, FL 33169	305-624-1443	305-625-2567		954-225-3342
Sea Castle Elementary	Rick Rodriguez	9600 Miramar Blvd. Miramar, FL 33025	754-323-7250	754-323-7290	754-323-7293	954-410-6416
Stirling Elementary	Tamara Maslow	5500 Stirling Road, Hollywood, FL 33021	754-323-7600	754-323-7640	754-323-7630	754-224-6044
Walter C. Young Middle	Harold "Chip" Osborne	901 Northwest 129th Ave., Pembroke Pines, FL 33028	754-323-4500	754-323-4585	754-323-4513	954-817-3490
Sunshine Office Cell Phone						754-224-1871
Pine Island BUS						754-224-1681
Driftwood BUS						754-264-3264

Issue Date: February 12, 2016

City of Hollywood, Florida
Solicitation #RFP-4502-16-RL

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Sunshine After School Child Care, Inc.Firm giving Reference: Town of DavieAddress: 3801 S. Pine Island Rd., Davie, FL 33328Phone: 954-797-1151Fax: 954-797-1148Email: David.Flaherty@davie-fl.gov

1. Q: What was the dollar value of the contract?

A: \$50,000 in Revenue to the Town of Davie

2. Have there been any change orders, and if so, how many?

A: NO

3. Q: Did they perform on a timely basis as required by the agreement?

A: YES

4. Q: Was the project manager easy to get in contact with?

A: YES

5. Q: Would you use them again?

A: YES - We are going to renewal their contract this year

6. Q: Overall, what would you rate their performance? (Scale from 1-5)

A: ☒ 5 Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable

7. Q: Is there anything else we should know, that we have not asked?

A:

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: DAVID FLAHERTYTitle: DIR. PARKS & RECREATIONSignature: Date: 2-29-16

REFERENCE QUESTIONNAIRE

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Sunshine After School Child Care, Inc.

Firm giving Reference: Embassy Creek Elementary

Address: 10905 SE Lakes Blvd, Cooper City, Fl. 33026

Phone: 754-323-5550

Fax: 754-323-5590

Email: robert.becker@browardschools.com

1. Q: What was the dollar value of the contract?

A: N/A

2. Have there been any change orders, and if so, how many?

A: N/A

3. Q: Did they perform on a timely basis as required by the agreement?

A: YES

4. Q: Was the project manager easy to get in contact with?

A: YES

5. Q: Would you use them again?

A: YES

6. Q: Overall, what would you rate their performance? (Scale from 1-5)

A: ☒ 5 Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable

7. Q: Is there anything else we should know, that we have not asked?

A: Sunshine After School Child Care Inc. is an outstanding provider!

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Robert Becker Title: Principal of Embassy Creek Elementary School

Signature:  Date: March 1, 2016

Issue Date: February 12, 2016

City of Hollywood, Florida
Solicitation #RFP-4502-16-RL**REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: Sunshine After School Child Care, Inc.Firm giving Reference: Coconut Palm ElementaryAddress: 13601 Monarch Lakes Blvd, Miramar, FL 33027Phone: 754-323-5050Fax: 754-323-5090Email: terri.thelmas@browardschools.com

1. Q: What was the dollar value of the contract?

A: N/A

2. Have there been any change orders, and if so, how many?

A: N/A

3. Q: Did they perform on a timely basis as required by the agreement?

A: YES

4. Q: Was the project manager easy to get in contact with?

A: YES

5. Q: Would you use them again?

A: YES

6. Q: Overall, what would you rate their performance? (Scale from 1-5)

A: ☒ 5 Excellent ☐ 4 Good ☐ 3 Fair ☐ 2 Poor ☐ 1 Unacceptable

7. Q: Is there anything else we should know, that we have not asked?

A: Sunshine has been our After School Care provider since 2001 and we love them!

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: Terri Thelmas Title: Principal of Coconut Palm Elementary SchoolSignature:  Date: 2/28/16