

1997-98 CHARTER SCHOOL

APPLICATION

The Child Development Center of Polk

County, Inc.

716 E. Bella Vista St.

Lakeland, Fl 33805

(941) 683-6504

January 31, 1997



Hand in Hand Through the Years

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

I. ACADEMIC DESIGN

1) Mission:

A. Mission Statement:

The Child Development Center is an early intervention program committed to meeting the needs of children and their families in Polk County through:

Education
Support
Resources
Advocacy

The Child Development Center of Polk County, Inc. (CDC) is a private non-profit agency which has provided early intervention services to children with developmental delays/disabilities for over 40 years.

- B. CDC wishes to create and maintain a Charter School educational program and environment designed for at-risk children who have developmental delays/disabilities, and are eligible exceptional children, birth to two, Pre-K ESE and Developmental Kindergarten in Polk County. It is expected that the CDC Charter School will serve 25 exceptional children, birth to two, 32-48 Pre-K ESE students and 24-30 Developmental Kindergarten students not to exceed a total of 99 children.

2) Educational Program:

A. Curriculum Overview and Objectives:

The educational program goal of CDC is to provide early intervention/early learning opportunities to children with developmental delays/disabilities. We would accomplish this through home based, center-based instruction for exceptional children birth to two and through Pre-K and Developmental Kindergarten classrooms. We will emphasize a strong parent training component. The Hawaii Early Learning Profile (HELP) will be the basis for CDC's curriculum. The HELP is an overall package of assessment and instructional materials designed for children birth to 72 months. Over 1300 developmental items are grouped together in the areas of cognitive, expressive language, gross motor, fine motor, social/emotional, and self-help. Recognizing that children test and learn in a variety of ways we know that one particular assessment tool or curriculum will not always meet the needs of each individual child. It is our responsibility to use, adapt, and/or create whatever assessment tools or curriculum are necessary to ensure that each child's needs are met and their potential is recognized, honored and ultimately pursued.

2) **Educational Program:**

A. (Continued)

CDC's philosophy demonstrates our commitment to children/families which is the foundation and impetus for all that we do. The following states our philosophy and its link between the needs of the children/families we serve and the objectives for the CDC charter school:

To participate with the special needs children and their families in adapting to personal challenges and developing skills to promote optimal independence... through comprehensive assessment and goal development that is child-centered, family-driven and staff supported.

To provide childhood experiences in all areas of development within a safe, loving and secure environment which encourages the acquisition of skills that are meaningful to the child both now and for the future... through an enriched and stimulating setting that is developmentally appropriate for children.

To respond to each child's individual needs, recognizing their strengths, while maintaining an awareness of the developmental sequence of the learning process... through an exemplary and dedicated staff that is committed to their profession and the responsibilities that come with this privilege.

To function as a team in parent, child and professional partnerships in order to improve the quality of life for children and their families... through open dialogue that encourages exploration of all options, consensus building and respect for each team member equally.

To relate to the community by being responsive to its changing needs, while fulfilling an obligation to educate the public as to the value of children with varying abilities... through being a visible and proactive advocate for all children.

To support families as they advocate for the needs of their children... through serving as a resource for information and assistance.

To be a continuing source of support and assistance to all Child Development Center families, both past and present... through the development of a lasting relationship based on a successful partnership with families from the beginning.

2) **Educational Program:**

A. (Continued)

Key components to the CDC Charter School will include:

- 1) High academic and behavioral expectations.
- 2) School environment that fosters academic achievement.
- 3) Dedicated and professionally competent staff.
- 4) Creatively involving parents/guardians in all phases of the school operations so that they assume a contractual obligation for their children's education.
- 5) Accountable to its students, parents/guardians, and the community at large through a continuous cycle of planning, evaluation and refinement.
- 6) Individual therapies.
- 7) Lending library of adaptive and assistive equipment.
- 8) Seamless system of services from birth through Developmental Kindergarten.

The CDC Charter School will:

- 1) Be non-sectarian and non-discriminatory in our programs, admissions policies, employment practices and operations.
- 2) Be accountable to the Polk County Public Schools (Sponsor) for our performance.
- 3) Not charge tuition and fees.
- 4) Meet all applicable health, safety and civil rights and Individuals with Disabilities Education Act (IDEA) requirements.
- 5) Be subject to an annual financial audit.
- 6) Be a Drug Free Workplace.

B. The CDC charter school will utilize the following instructional/teaching methods:

- 1) Large group, small group and one on one instruction.
- 2) Sensory integrative methods.
- 3) Hands-on, experiential learning activities.
- 4) Multi-disciplinary case conferences.
- 5) Behavior management techniques.
- 6) Low teacher/child ratio.
- 7) Home carry over instruction.
- 8) Individualized achievement portfolios.
- 9) "Open-ended" materials and questions that foster creative, inventive play and problem solving by letting children explore and decide how they want to use them.
- 10) "Open-ended" materials that allow children to choose, make decisions, learn from trial and error which will foster active learning and their own mental effort.
- 11) Required parental involvement.

- C. All students in the program will be ESE students, mostly non-verbal. In the case of a non-English speaking verbal student, we would provide the services needed.

3) Student Assessment:

- A. Every student entering the program will have an Individual Education Plan (IEP)/Family Support Plan (FSP) which has been developed by the Sponsor's Staffing Specialist, parent/guardian, CDC staff and any other pertinent personnel. Individual goals and objectives will be developed within 30 days of enrollment using the appropriate tools from which baseline functioning levels can be determined (pre-test). These functional levels represent the following developmental areas: cognitive, language, gross motor, fine motor, social/emotional, and self-help. This information will guide the teacher/early interventionist and families in developing specific goals for the student. A post-test shall be administered at the end of each academic year. Comparison of pre-test and post-test scores will demonstrate the student's performance and progress. The results will be submitted to the Sponsor in the annual report. CDC will use the HAWAII Early Learning Profile (HELP) for the pre-test post-test scores but may use a variety of appropriate tools in assessing and evaluating the child. (See Attachment #1)
- B. Each child will be evaluated by a multi-disciplinary team which may include, but is not limited to the parents/guardians of the child, early interventionist, teacher, physical therapist, speech therapist, social worker, behavior specialist, nurse, and any other pertinent professional. The parent's written consent for evaluation and permission to collect collateral information will always be obtained prior to any screening and/or evaluation. Procedural safeguards/ due process will be explained to the parent as part of this process.

Initial findings, impressions and recommendations will be discussed with family during and at the conclusion of testing. A written report will be generated in a timely fashion and given to the family and/or their designee (pediatrician, community providers, etc.). A copy will be placed in the child's cumulative record.

Progress reports reflecting the educational goals will be completed quarterly for each student and shared with parent. Each child will be re-evaluated annually to determine appropriate goals and objectives. Since the population we will be serving may have significant delays/disabilities and each student will have unique strengths and weaknesses, their rate of progress may differ from the typical student. Therefore, we will plan an educational program tailored to

their specific needs. Our goal is to maximize their potential through the use of an enhanced learning environment.

- C. CDC will participate in all applicable statewide assessment.
- D. Not applicable

II. GOVERNANCE & MANAGEMENT

1) Profile of the Board:

- A. CDC has been organized as a private, non-profit agency 501 (c) 3 since 1956 (see Attachment #2 - Articles of Incorporation) and has been providing early intervention and therapy programs since that time. We are governed by a Board of 17 dedicated volunteers from various aspects of the community. (See Attachment #3).
- B. CDC currently holds an Early Intervention Contract under Children's Medical Services and is a United Way Agency.

CDC had a successful contract with the Sponsor for the Pre-K ESE 3-5 year olds for five years from 1988-1993.

2) School Governance:

- A. The CDC Board of Directors is responsible for the oversight of the agency and delegates to the Executive Director, authority and responsibility for the management of the affairs of the agency, in accordance with established written policy. CDC is organized as a private employer.
- B. The administrative management structure of CDC is provided by the Executive Director, Paula J. Sullivan, and Program Director, Cindi Parker-Pearson, under the oversight of the CDC Board of Directors and this same administrative structure would govern the CDC Charter School. (See resume's Attachment #4).
- C. CDC already has a board of directors who come from various aspects in the community and have by-laws that govern the agency and how new Board members are selected. (See Attachment #5). These by-laws will be amended to include any provisions necessary to cover the CDC Charter School and the Board will be expanded to include a parent representative from the CDC Charter School. The Board already includes a parent representative from our current Early Intervention Program.
- D. Refer to A.

- E. The CDC Board of Directors would meet with the Sponsor on a regular basis to discuss areas of concern. This would promote regular communication which would help eliminate major conflicts from developing. If these conflicts did arise, representatives from the CDC Board would request a specific meeting with representatives from the Sponsor's Board to work through the conflict. If conflicts are not resolved by the meeting of both Boards, each Board may then submit a written plan for compromise to one or two neutral reviewers.
 - F. The CDC Charter School parents would have a representative on the Board of Directors to give input and have a vote on decisions made that directly affect the operation of the CDC Charter School. All parents would be involved in their child's evaluation, goal development and IEP/FSP. CDC has always encouraged parent participation in our programs and would continue to do so.
 - G. The CDC Charter School shall comply with Chapter 119, Florida Statutes, relating to public records and S. 236.011, Florida Statutes, relating to public records and meetings, public inspection and penalties.
- 3) **Length of Contract and Implementation Timetable:**
- A. CDC Charter School requests approval for a charter for three years to provide the services stated in our Mission and to allow sufficient time to achieve the objectives of the CDC Charter School.
 - B. If approved, we would open the CDC Charter school to coincide with the opening of Public schools in Polk County for the 1997-98 school year.
- 4) **Evidence of Support**
- A. CDC has been in the community since 1956, and is a well-established agency that has always depended upon and received community support. We have attached letters of support from various community agencies and persons to verify this support of our application. (See Attachment #6).

III. FINANCE & FACILITIES

1) **Facilities:**

- A. The CDC Charter School will utilize its two existing buildings in Lakeland and Bartow and these facilities meet the state minimum building codes pursuant to Chapter 553, Florida Statutes and with state minimum fire protection codes pursuant to section 633.025, Florida Statutes as adopted by the authority in whose jurisdiction

the facilities are located (the cities of Lakeland and Bartow - see Attachment #7 - Bartow building inspection and fire inspection for both facilities). CDC Charter School shall meet all applicable state and local health, safety and nutrition requirements. It shall abide by all ADA requirements.

- B. The Lakeland facility is approximately 8500 square feet with eight (8) possible classroom spaces. It has a large playground area with swings, tunnel, sandbox and large playground piece which has appropriate activities for children ages 0-8 years and was especially designed so that children with and without delays/disabilities could play together.

The Bartow facility is approximately 5000 square feet with five (5) possible classroom spaces. It currently has a small playground with swings, sandbox, and outdoor toys. However, we recently purchased the property next door and are working on the site plan which will include a larger playground and additional parking on that site. Money has been donated for new playground equipment.

CDC has been licensed as a child care facility for many years and meets or exceeds all local and state regulations and therefore we are aware of and have always been in compliance with regulations as they apply to children. (See Attachment #8 current child care license and latest inspection for both facilities).

2) **Finances:**

- A. Financial management of CDC is overseen by the Board of Directors and policies are in place that outline fiscal responsibilities of staff. An outside CPA firm does our accounting and uses a chart of accounts that enables us to track all expenses and income received by CDC. Fiscal, administrative and programmatic audits are completed annually.

B. Start-up Expenses:

Furnishings & Equipment	\$15,000
Initial Instructional Materials	<u>5,000</u>

Total Start Up Expenses \$20,000

C. See Attachment #9

- D. We already have two major fundraisers a year and would anticipate adding another one if needed to supplement the CDC Charter School expenses.

- E. CDC currently has in place liability insurance, Directors' and Officers' liability insurance, student insurance, property insurance, automobile liability, unemployment compensation and workman's compensation insurance.

3) Recruiting and Marketing Plan

- Media coverage of proposed CDC Charter School, scheduled meetings, special events, application and evaluation procedures.
- Direct mailing to parents/guardians.
- Informational meetings conducted in neighborhood facilities, and with doctors, hospitals, early intervention providers, and other public school sites to promote the CDC Charter School and to explain the application and evaluation procedures.
- Program tours and open house for prospective students, parents/guardians and community members.
- Upon approval by the Sponsor, applications shall be available at other public school facilities in the District.
- School to school referrals compatible with current application and evaluation procedures and shall be encouraged as space permits and parents agree.
- Posting and distribution of flyers in community facilities (such as hospitals, health department, doctors offices, libraries, grocery stores, religious institutions) and service providers.
- Information line available to answer any questions, or concerns and provide application assistance.
- Ongoing communication via press and CDC newsletter.

IV. OPERATIONS

1) Admissions & Registration Plan:

- A. CDC Charter School will admit any eligible exceptional student, birth to two, Pre-K ESE or Developmental K student in Polk County who submits an application unless applications exceed capacity of school. The applicant will be placed on a waiting list for CDC Charter School and also referred to the Sponsor for services. Priority will be given to eligible siblings.

CDC Charter School would offer parents a solid educational program including individual therapies to help each child reach their fullest potential and prepare them to enter first grade ready to enhance the skills they have developed while at the CDC Charter School. Parents/guardians will sign a contract committing themselves to be involved in their child's education.

- B. Dismissal procedures shall be consistent with dismissal procedures of other District Schools of Choice and shall follow established due process. The purpose of the CDC Charter School is to work diligently to meet the needs of each student. However, dismissal will be appropriate if weapons or illicit drugs are brought to the school, or if a student exhibits chronic, violent behavior that jeopardizes his/her

safety or the safety of others. In these cases, recommendations shall be made immediately to the CDC Board of Directors and dismissal procedures will be followed immediately.

Failure of parents and students to maintain conditions of the application contract agreement may result in a nine-week probationary period following two warnings and official notification by a CDC Board Representative. If contract violation continues and there are no extenuating circumstances, then procedures for dismissal of the student by the CDC Board of Directors may be instituted following the probationary period. A student may withdraw from the CDC Charter School at any time and enroll in another Public School, as determined by the Sponsor's policy.

- C. Racial balance requirements do not currently apply to an all ESE population.

2) **Human Resource Information:**

- A. Certified teachers and/or non-certified teachers in areas of specialty shall provide instructional services or assist instructional staff as aides as required by Chapter 231, Florida Statutes. Potential employees shall be required to submit employment applications. Employees shall have a background screening and be fingerprinted as provided in section 231.02, Florida Statutes. Applicants shall be interviewed before hiring with an emphasis on academic vision, qualifications and skills.

The CDC Charter School will not employ a teacher whose certification or license as an educator is suspended or revoked by this or any other state.

CDC Charter School teachers would be eligible for the beginning teacher's program under the Sponsor's program.

CDC Charter School staff would be eligible for any inservice training provided by the Sponsor and in turn CDC would make available inservice training for the Sponsor's employees. All other staff vacancies would follow CDC's personnel hiring procedures.

- B. CDC has a personnel manual in place which addresses our human resource policies. The same policies would govern the CDC Charter School employees. (See Attachment #10). Employees of the school district which have taken approved leave to accept employment in the CDC Charter School may retain seniority and continue to be covered by District benefit programs on an individual basis if the CDC Charter School and the Sponsor agree to this arrangement and to its financing.

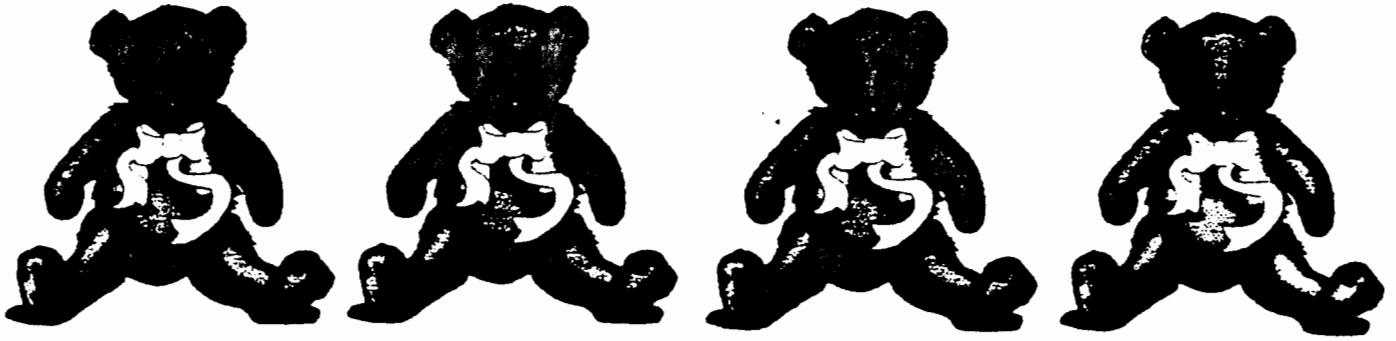
- C. The qualifications of teachers shall be disclosed to parents upon request.
- D. Initial staff up to six teachers, six paraprofessionals, program director, director, full time secretary, part-time secretary, social worker, development assessor, therapists/assistants, nurse, early interventionists, fiscal administrator, and billing/data clerk. Twenty-five (25) exceptional students, birth to two, will be served either through home based/Center based intervention depending upon the needs of the child/family, as indicated by the Family Support Plan. Each Pre-K ESE class will consist of 8-12 students with one teacher and one paraprofessional. Each Developmental-K class will consist of 8-13 students with one teacher and one paraprofessional. The CDC Charter School would serve a minimum of 81 students and a maximum of 99 students.

3) Transportation:

- A. Transportation shall be consistent with requirements of Chapter 234, Florida Statutes. CDC Charter School will contract with the Sponsor, private transportation provider or parents for transporting children to the CDC Charter School.
- B. Reasonable distance for the CDC Charter School shall be defined as residing in the area within two miles of the school.
- C. The CDC Charter School working with the Sponsor will ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the school.
- D. N/A because they are all ESE students.

CHILD DEVELOPMENT CENTER'S TIMETABLE FOR CHARTER SCHOOL

January 1997	Inform current CDC parents that we are applying for Charter School
January 1997	Begin Media Exposure
January 1997	Begin Community Outreach
Feb 6, 1997	Charter School inservice with Polk County School Board
May 1997	Community Open House
August 4, 1997	End of Open Enrollment Period
August 1997	Open House/Student Orientation
August 1997	Begin classes



Mission

The Child Development Center
is an early intervention
program committed to meeting
the needs of children
developmentally at risk and
their families in Polk County

through:
Education
Support
Resources
Advocacy





**The Child Development Center
of Polk County, Inc.**

Philosophy

To participate with the special needs children and their families in adapting to personal challenges and developing skills to promote optimal independence.

To provide childhood experiences in all areas of development within a safe, loving and secure environment which encourage the aquisition of skills that are meaningful to the child both now and for the future.

To respond to each child's individual needs, recognizing their strengths, while maintaining an awareness of the developmental sequence of the learning process.

To function as a team in parent, child and professional partnerships in order to improve the quality of life for children and their families.

To relate to the community by being responsive to its changing needs, while fulfilling an obligation to educate the public as to the value of children with varying abilities.

To support families as they advocate for the needs of their children.

To be a continuing source of support and assistance to all Child Development Center families, both past and present.

The following list represents some of the instruments that may be appropriate for screening and or evaluating our prospective students. This is not a comprehensive list and we do not want to limit evaluators to only the instruments on this list.

Peabody Individual Achievement Test - Revised
Wide Range Achievement Test - Revised
Woodcock-Johnson Psychoeducational Battery
Woodcock-Johnson Reading Mastery Battery
Brigance Diagnostic Inventories of Early Development
McCarthy Scales of children's Abilities
Vineland Adaptive Behavior Scales
Behavior Rating Profile
Denver Developmental Screening Test II
Battelle Developmental Inventory Screening Test
Hawaii Early Learning Profile
Oregon Project for Visually Impaired and Blind Preschool Children
Early Learning Accomplishment Profile/Learning Accomplishment Profile
Oral Motor and Feeding Evaluation
Goldman-Fristoe Test of Articulation
Wepman Auditory Discrimination Test
Test of Auditory Comprehension of Language
Preschool Language Scale
Kaufman Assessment Battery for Children
Test of Language Development-2 Primary Edition
Slosson Full-Range Intelligence Test
Specific Perceptual Testing
Milani-Comparetti Motor Development Screening Test
The Brazelton Neonatal Assessment Scale
The Neurological Assessment of the Pre-term and Full-term Newborn Infant
Test of Sensory Functions in Infant
DeGangi-Berk Test of Sensory Integration

State of Florida



Department of State

I certify that the attached is a true and correct copy of the Articles of Amendment, filed on June 11, 1987, to the Articles of Incorporation for UNITED CEREBRAL PALSY OF POLK COUNTY, changing its name to CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC., a Florida corporation, as shown by the records of this office.

The document number of this corporation is N20490.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
11th day of June, 1987.



George Firestone
Secretary of State

WE, THE UNDERSIGNED PERSONS, wishing to form a benevolent corporation not for profit, do hereby present to the Judges of the Circuit Court of the Tenth Judicial Circuit of the State of Florida in and for Polk County, Florida, the following proposed charter and do respectfully pray the approval thereof as the Charter of such benevolent corporation not for profit.

PROPOSED CHARTER

ARTICLE I

NAME AND LOCATION

The name of this corporation shall be UNITED CEREBRAL PALSY OF POLK COUNTY. The headquarters and principal office of the corporation shall be located in the City of Lakeland, County of Polk, State of Florida, but the corporation may maintain such other offices in such other places within or without the State of Florida as may, from time to time, be authorized by the Board of Directors.

ARTICLE II

GENERAL NATURE OF OBJECTS OF CORPORATION

The general nature of the objects of the corporation shall be to promote the general welfare of persons handicapped with cerebral palsy to establish and operate diagnostic and treatment centers for the care of cerebral palsied to plan, promote, and assist in the establishment maintenance, and operation of training centers or clinics for the educational, social and physical betterment of such persons, to aid in research for the prevention and treatment of cerebral palsy whenever possible to sponsor a campaign of education whereby the general public will be apprised of the problems and needs

of such persons; to initiate and foster state and local action for the benefit of such persons; to conduct a clearing house of information which may be of particular value and interest to such persons, their parents and friends; and generally to take any action which will promote any and all of these foregoing purposes.

ARTICLE III

QUALIFICATION OF MEMBERS AND MANNER OF ADMISSION

The members of this corporation shall consist of all persons who apply for membership in the corporation and who are admitted to membership by the Board of Directors of said corporation pursuant to the by-laws of such corporation.

ARTICLE IV

TERM OF EXISTENCE

The corporation shall have perpetual existence.

ARTICLE V

NAMES AND RESIDENCES OF SUBSCRIBERS

The names and residences of the subscribers to this proposed Charter are as follows:

John R. Phillips	Lakeland, Florida
Hagan Parrish	Winter Haven, Florida
Roy P. Gladney	Mulberry, Florida
J. Hardin Peterson, Jr.	Lakeland, Florida
Carl G. Tripp	Lakeland, Florida

ARTICLE VI

OFFICERS

The affairs of this corporation shall be managed by the following officers: a president, two vice-presidents, a secretary and a treasurer. The officers shall be elected by the members of the

Board of Directors at the annual meeting of the corporation, which meeting shall take place between June 1st and July 31st of each year, the specific date to be determined by the Board of Directors. The officers named in this Charter shall hold office until the next annual meeting of the corporation or until their successors shall have been elected and shall have qualified.

ARTICLE VII

NAMES OF OFFICERS

The names of the officers who are to manage all the affairs of the corporation until the first election or appointment under the Charter shall be as follows:

John R. Phillips	President
Hagan Parrish	First Vice-President
Roy P. Gladney	Second Vice-President
J. Hardin Peterson, Jr.	Secretary
Carl G. Tripp	Treasurer.

ARTICLE VIII

BY-LAWS

The by-laws of the corporation shall, in the first instance, be promulgated and made by the members of the corporation. Thereafter, the by-laws may be amended, repealed, or altered, in whole or in part, by a majority vote of the members of the corporation at any regular or special meeting. In addition, the Board of Directors may amend the by-laws subject, however, to ratification or rejection at the next regular or special meeting of the members of the corporation.

ARTICLE IX

INDEBTEDNESS

The amount of indebtedness or liability to which the corporation may at any time subject itself shall never be greater than two-thirds of the value of the property of the corporation.

ARTICLE X

VALUE OF REAL ESTATE

The amount in value of real estate which the corporation may hold shall be Fifty Thousand Dollars (\$50,000.00) PROVIDED, that jurisdiction shall be retained in the Circuit Judges of the Circuit Court of the State of Florida having jurisdiction of Polk County, or any of them, to alter the limitation of this article by charter amendment approved by them or either of them at any time.

IN WITNESS WHEREOF, we, the undersigned, have hereunto
subscribed our names as incorporators

John R. Phillips

Hagan Parrish

Roy P. Gladney

J. Hardin Peterson, Jr.

Carl G. Tripp

State of Florida
County of Polk

Before me, the undersigned authority, this day personally
appeared J. Hardin Peterson, Jr., to me well known and known to be
one of the persons described in and who executed the foregoing
proposed Charter of UNITED CEREBRAL PALSY OF POLK COUNTY and
acknowledged the execution thereof for the uses and purposes therein
set forth.

And the said J. Hardin Peterson, Jr., being by me first duly
sworn, did further state on oath that it is intended by him and his
co-incorporators in good faith to carry out the purposes and objects
set forth in the above and foregoing Charter.

J. Hardin Peterson, Jr.

Sworn to and subscribed before me this 29th day of June,
A.D. 1955.

Notary Public, State of Florida

IN RE:

UNITED CEREBRAL PALSY OF POLK COUNTY

The above and foregoing proposed charter of UNITED CEREBRAL PALSY OF POLK COUNTY, a proposed corporation not for profit, duly subscribed by the intended incorporators and duly acknowledged by one of the subscribers before an officer authorized to take acknowledgments to deeds, which subscriber has also made and subscribed on oath duly endorsed on the proposed charter that it is intended in good faith to carry out the purposes and objectives therein set forth, and the undersigned, being one of the Circuit Judges of the above styled court, having carefully considered the proposed charter and the endorsements thereon and having found and determined that the same is in proper form and for an object authorized by the Statutes of the State of Florida,

IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED that the above and foregoing proposed charter and the endorsements appearing thereon be and they are hereby approved and the incorporators therein specified are hereby constituted a body corporate not for profit under the laws of the State of Florida under the said charter and under the name UNITED CEREBRAL PALSY OF POLK COUNTY, with all the rights, powers, privileges, and for all the purposes and objects set forth in the aforesaid charter,

DONE AND ORDERED in Chambers at Bartow, Florida, this 13th day of July, A.D. 1955.

Wm. P. Allen
Circuit Judge

CERTIFICATE OF REINCORPORATION

FILED
1987 MAY -5 AM 11:30

We, the undersigned, hereby submit this Certificate of Reincorporation, pursuant to Chapter 617.012, Florida Statutes.

ARTICLE I

The name of the corporation is:
UNITED CEREBRAL PALSY OF POLK COUNTY, a Florida corporation not for profit.

The initial principal address of the corporation is:
716 East Bella Vista Street, Lakeland, Florida 33805.

ARTICLE II

The period of the duration of this corporation is perpetual unless dissolved according to law.

ARTICLE III

The purpose or purposes for which the corporation is organized are:

To promote the general welfare of handicapped or impaired persons; to establish and operate diagnostic and treatment centers ... to provide for the assistance of impaired or handicapped persons; and to do such other things as are incidental to the purposes of the corporation or necessary or desirable in order to accomplish them.

ARTICLE IV

The qualifications for members and the manner of their admission are:

Membership is open to all persons over the age of 18 years who are interested in the furtherance of the purposes of the corporation. Admission shall be by election by the Board of Directors.

ARTICLE V

The street address and city of the initial registered office of the corporation is 716 East Bella Vista Street, Lakeland, Florida 33805 and the name of its initial registered agent at such address is Paula Sullivan.

ARTICLE VI

The number of the constituting the Board of Directors of the corporation is three and the names and addresses of the persons who are to serve as the directors are:

(NOT LESS THAN 3)

<u>NAME</u>	<u>ADDRESS</u>
Robert L. Fisher	6116 Sweet Gum Run Bartow, Florida 33830
Hollis H. Hooks	1411 Briarwood Lane Lakeland, Florida 33803
Thomas Cassidy	1249 Lake Pointe Drive Lakeland, Florida 33803

ARTICLE VII

This corporation is organized under a non-stock basis.

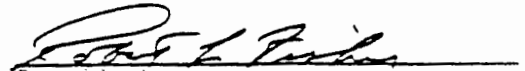
ARTICLE VIII

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or Local government for exclusive public purpose.


Dated the 7 day of APRIL, 1987.

IN WITNESS WHEREOF, the undersigned being the President and Secretary of the corporation, have executed this Certificate of Reincorporation and further certify that this reincorporation was duly authorized by the members of this corporation.

UNITED CEREBRAL PALSY OF POLK
COUNTY



President



Secretary

ACCEPTANCE BY REGISTERED AGENT

Having been named to accept service of process for the above named corporation at a place designated in this certificate, I hereby accept to act in this capacity, and agree to

comply with the provision of Chapter 48.091, Florida Statutes,
relative to keeping open said office for service of process.

Paula Sullivan
Registered Agent

STATE OF FLORIDA)
)SS:
COUNTY OF POLK)

Before me, the undersigned authority, personally
appeared Paula Sullivan

_____ , to me well known to be the person(s)
who executed the foregoing certificate and acknowledged before
me, according to law, that they made and subscribed the same for
the purposes therein mentioned and set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and
seal this 23 day of April, 1987.

Betty L. Murphy
Notary Public
My Commission expires:

Notary Public, State of Florida
My Commission Expires May 29, 1990
Send The Fee For - Notary Seal

FILED
MAY -5 PM 1:30
1987

FILED

1987 JUN 11 AM 11:10

STATEMENT OF AMENDMENT OF
CERTIFICATE OF INCORPORATION OF UNITED CEREBRAL PALSY OF POLK COUNTY
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

The undersigned, ROBERT L. FISHER and JAMES D. SEVERANCE, being the President and Secretary, respectively, of UNITED CEREBRAL PALSY OF POLK COUNTY, a Florida not for profit corporation, do hereby amend ARTICLE I of the Certificate of Incorporation of said corporation dated June 29, 1955 and reincorporated with the State of Florida on May 5, 1987, as follows:

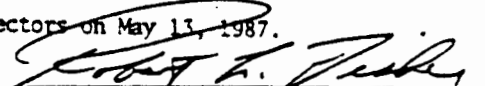
ARTICLE I

NAME OF CORPORATION

The name of this corporation shall be CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC., a Florida corporation not for profit.

Dated: May 13, 1987.

The amendment was adopted by the directors on May 13, 1987.


ROBERT L. FISHER, President (SEAL)

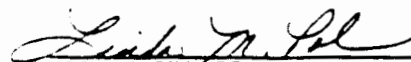

JAMES D. SEVERANCE, Secretary (SEAL)

STATE OF FLORIDA)

COUNTY OF POLK)

I HEREBY CERTIFY that before me, the undersigned authority, this day personally appeared ROBERT L. FISHER, to me known to be the President of UNITED CEREBRAL PALSY OF POLK COUNTY, a Florida corporation not for profit, described in and who subscribed the foregoing Statement of Amendment of Certificate of Incorporation, and he executed the same freely and voluntarily and for the uses and purposes therein expressed.

WITNESS my hand and official seal at Lakeland, Polk County, Florida, this 13 day of May, 1987.


NOTARY PUBLIC

My Commission Expires:

STATE OF FLORIDA)

COUNTY OF POLK)

I HEREBY CERTIFY that before me, the undersigned authority, this day personally appeared JAMES D. SEVERANCE, to me known to be the Secretary of UNITED CEREBRAL PALSY OF POLK COUNTY, a Florida corporation not for profit, described in and who subscribed the foregoing Statement of Amendment of Certificate of Incorporation, and he executed the same freely and voluntarily and for the uses and purposes therein expressed.

WITNESS my hand and official seal at Lakeland, Polk County, Florida, this 26th day of May, 1987.

Alan B. White
NOTARY PUBLIC

My Commission Expires:

NOTARY PUBLIC STATE OF FLORIDA
MY COMMISSION EXP. AUG. 1, 1988
BONDED THRU GENERAL INS. UND.

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

1996-97 BOARD OF DIRECTORS

<u>Board Member</u>	<u>Years of Service</u>	<u>Employer</u>
Steve Earley, P.O. Box 2000, Mulberry, 33860	13	IMC-Agrico
Tony Turbeville, P.O. Box 484, Kathleen, 33849	5	Self-employed
Ron Losch, P.O. Box 407, 33802	3	Public
Alice Trueblood, Imperial Southgate, #86, 33813	4	Harris & Mendez (Ret.)
Judy Borden, P.O. Box 150, WH, 33882	6	Williams, Baker & Forbes
Dr. Glen Barden, P.O. Box 95000, 33804	24	Watson Clinic
Vince Bradley, P.O. Box 712, 33802	2	Self-employed
Ana Burgos**, 207 Carol Blvd, Apt B, Aub. 33823	2	Housewife
Christine Casingal, 1 Lake Morton Dr., 33801	2	Lane, Trohn, Atty's.
George W. Flack, 3100 Lakeview Ct. NW, WH 33881	32	Polk Co. School Bd. (Ret.)
Randall Hollen*, 1222 Hammock Shade Dr., 33809	6	First Commerce Bank- Combee
Colleen Kremer, 6518 Shadow Court, 33813	3	Polk Co. School Bd.
Ann Marshall, 2118 Lk. Bentley Ct., 33803	13	Polk Co. School Bd.
Carolyn Morrell, P.O. Box 407, 33802	3	Polk Co. School Bd.
Debra Reardon, 2046 Roxburg Lane, 33813	8	Public
James Severance, 2410 Newport Ave., 33803	12	Florida Medical Systems
Doris Trohn, 1401 Seville Place, 33803	14	Unemployed Housewife

*New Board member

**Parent Representative

City is Lakeland unless otherwise noted.

RESUME'

Paula J. Sullivan
 6904 Marlyn Drive
 Lakeland, Florida 33809
 941-858-7483

EDUCATION:

- 1974 Florida State University - Master of Social Work
 Major: Supervision, Consultation and Education
- 1966 Florida State University - Bachelor of Science in Social Work
 Major: Social Work

PROFESSIONAL EXPERIENCE:

- 1984 to present **Child Development Center of Polk County, Inc.**
Lakeland, Fl.
 Executive Director since February, 1987.
 Social worker from 1984 to 1987.
- 1/84 to 12/87 **Hillsborough County Mental Health Center**
Plant City, Fl.
 Part-time therapist providing individual and family counseling.
- 10/77 to 9/80 **Upjohn Healthcare Services**
Lakeland, Fl.
 Medical social worker serving as a liaison between Medicare/Medicaid patients and their families and community resources.
- 5/69 to 9/77 **Florida Department of Health and Rehabilitative Services.**
Polk, Leon, Gadsden, Wakulla, Jefferson, Madison and Taylor Counties.
 Positions held included social worker as well as supervisor of child welfare and protective services unit. Performed services including: adult and AFDC eligibility and services; foster home licensing and placement, protective services, divorce custody studies, independent adoptions and supervision of child welfare and protective services workers.
- 1/67 to 4/69 **Children's Home Society, Rose Keller Division**
Lakeland, Fl.
 Caseworker completing adoption studies, working with parents placing children for adoption, supervision of foster children and foster home studies.
- 1/66 to 10/69 **Florida Department of Public Welfare**
Jacksonville, Fl.
 Welfare worker determining adult and AFDC eligibility/services.

RESUME'
JLA J. SULLIVAN

PAGE TWO

MEMBERSHIPS:

Polk County Interagency Council for
Early Childhood Services Appointed Member

Polk Council for Children Birth to Five
with Special Needs

Healthy Start Coalition

Success by Six

ESE Advisory Committee

Polk ACTTion Plan

Charter Member Special Sitters Advisory Board

Part H Advisory Committee

Polk Community College Physical Therapy
Assistant Advisory Board

RESUME'

Cynthia Parker-Pearson
5320 Lunn Road
Lakeland, Florida 33811
941-644-8523

EDUCATION:

- 1986 Florida State University - Bachelor of Science in Education
Major: Physical Education
- 1990 State of Florida - Level III Certified Behavior Analyst

PROFESSIONAL EXPERIENCE:

- 1987 to present **Child Development Center of Polk County, Inc.**
Lakeland, FL
Program Director since November, 1995
Parent to Parent Coordinator, 1994 - present
FOCUS Evaluator for birth to three, 1993 to 1995
Parent Resource Coordinator, 1993 to 1995
Lead Teacher, 1993 to 1995
Classroom Teacher/Evaluator for 3-5 year olds,
1987 to 1993
- 1/86 to 7/87 **Multi-Resources, Inc.**
Lakeland, FL
Behavioral Associate working with
dually diagnosed children and adults.

MEMBERSHIP:

Part H Advisory Committee
Part H Technology Advisor
Success by Six
Systematic Training for
Effective Parenting (STEP) Trainer

BY-LAWS OF THE
CHILD DEVELOPMENT CENTER OF POLK COUNTY

ARTICLE I - NAME AND PURPOSES

Section 1 - Name and Territory: The name of this corporation shall be CHILD DEVELOPMENT CENTER OF POLK COUNTY and its territory served shall include only Polk County. The Corporation shall hereinafter in these by-laws refer to the Child Development Center of Polk County.

Section 2 - Purposes: The purposes of this organization shall be to:

- a) promote the general welfare of children with disabilities, ages birth to five years.
- b) establish and operate a home-based program for premature and developmentally delayed infants from birth to two years of age, providing physical therapy, infant stimulation and parent training.
- c) establish and operate a developmental training preschool program for children with disabilities, ages 18 months to five years.
- d) establish and operate a play program for preschool children with disabilities to provide developmental activities and parent training.
- e) maintain and operate the Center for the education, evaluation, social and physical advancement of the preschool child with disabilities.
- f) conduct on-going programs to educate the general public on the problems and needs of the preschool child with disabilities.
- g) cooperate with governmental and private agencies concerned with the welfare of children with disabilities.
- h) take any action which will promote any and all of the foregoing purposes.

ARTICLE II - CLASSES OF MEMBERS:

- a. Active Board Member
- b. Advisory Board Member
- c. Honorary Board Member

Section 1 - Active:

- a. Definition: Active Board members of the Corporation shall be referred to as the Board of Directors of the Corporation. The Board of Directors shall consist of not less than ten (10) or more than fifty (50) members. The Board of Directors may be increased by vote of the Directors.
- b. Duties: The Board of Directors shall have the management and control of the Corporation, its funds and property, and shall make or authorize all necessary

contracts for the administration of the Corporation. The Board of Directors may make rules and regulations for the expedient management and operation of the Corporation - not inconsistent with the laws of the State or with these BY-LAWS. Any Director is expected to attend a minimum of fifty percent (50%) of the Regular or Special Board meetings during the fiscal year and to actively participate on appointed committees or projects to remain on the roll and in good standing.

- c. Authority: All the Corporate powers, except such as are otherwise provided for in these BY-LAWS and by statute, shall be and are hereby vested in and shall be exercised by the Board of Directors. The board of Directors may delegate to the Executive Committee or to Officers of the Corporation, such powers as they may see fit. In respect to all questions of construction arising under these BY-LAWS, the majority decision of the Board of Directors shall control. The Board of Directors may authorize from time to time such committees as it may deem necessary to promote the purposes of the Corporation.
- d. Election: All Directors shall be nominated by the active members of the Corporation at the September meeting. All nominated Directors shall be elected at the October meeting by the current Board of Directors. The term of each Director so elected shall be for three (3) years, with such elections to be staggered in such groups of Directors so that no more than one-third (1/3) of the Directors, or approximately so, shall be elected in any one year. The groups of Directors to be elected and the means for implementing the staggered terms shall be designated by the Board of Directors and implemented through the Nominating Committee.
- e. Terms: Members shall serve a three (3) year term and can be renominated to serve successive terms if approved by the Board of Directors.
- f. Non-performance of Duties: Upon a finding by the Board of Directors of the failure by any Director to perform his/her duties or meet attendance requirements, Directorship shall be declared vacant and the vacancy filled. Notice of this action by the Board of Directors shall be duly given by regular mail to the said Director.
- g. Vacancies: In the event that a duly-elected Director dies, resigns or is otherwise removed from the Board, her/his successor shall be elected by the Board of Directors to fill the unexpired term. Any vacancy or increase in the Board of Directors and any vacant office shall be filled by the Board of Directors at any Regular or Special Meeting.
- h. Conflict of Interest: The Board of Directors shall have the authority to promulgate conflict of interest standards for Board membership as it deems advisable.

No person shall be eligible for nomination or election to the Board of Directors unless her or his nomination or election would be in conformity with any such conflict of interest standards which may be promulgated. No Director, and no member of the immediate family of any Director, shall serve as paid staff of the corporation or receive compensation of any kind from the corporation. No Director may apply for a paid position in the corporation until she/he has resigned from the Board.

- i. Meeting: Meetings of the Board of Directors shall be held on regular monthly intervals, as voted on by the Board of Directors except June, July, August and December.

Quorum: The presence or proxies of one-third (1/3) of the Directors shall constitute a quorum for the transaction of business; and the acts of the Directors present at any meeting where there is a quorum shall be deemed the acts of the Board. A returned signature card attached to the notice of the meetings may be considered a proxy if so indicated by the member signing it. If the proxy does not state to whom voting rights have been assigned, the President will be empowered to cast the proxy ballot. The power of proxy does not extend beyond the date of the assigned meeting.

Notice: Notice of all Directors' meetings shall be given in writing at least seven (7) days prior to the meeting date.

Annual: The Annual Meeting of the active members of the Corporation shall take place in October of each year or as close to such dates as shall be reasonably practical, as determined by the Board of Directors. Written notice of the Annual Meeting shall be given at least thirty (30) days in advance.

Special: Special meetings may be called by the President and shall be called by him when requested in writing by five (5) members of the Board of Directors. Notice of the Special Meetings shall be given at least five (5) days in advance, but such notice may be waived by any member before or after any meeting.

Section 2 - Advisory Board

- a. Members: The Advisory Board will consist of individuals who have expertise from which the Board of directors may benefit. The Advisory Board may consist of any number as deemed necessary by the Board of Directors.
- b. Election: Members of the Advisory Board may be approved and elected at any regular or special meeting of the Board of Directors. Election is by majority vote of the Directors present at a meeting at which a quorum is present.

- c. Term: The Advisory Board may be established for any term as deemed necessary by the Board of Directors.
- d. Duties and Responsibilities: The Advisory Board shall have such powers as delegated by the Board of Directors within the requirements set forth in any applicable governmental statutes or regulations. Members of the Advisory Board will act to advise the Board of Directors in their area of expertise or on special projects.

Section 3 - Honorary Board

- a. Members: The Honorary Board may consist of individuals who have a special interest in or who may promote the general welfare of the center. The Honorary Board may consist of no more than members as designated by the Board of Directors. The number of members may be increased by a majority vote of the Board of Directors.
- b. Election: Members of the Honorary Board may be approved and elected by a majority vote of the Directors present at any meeting at which a quorum is present.
- c. Term: The term of each member shall be perpetual or as may be otherwise specified by the Board of Directors.
- d. Duties and Responsibilities: Members of the Honorary Board may attend the monthly meetings and the annual meetings of the Board of Directors. They will act at those meetings for the purpose of making suggestions and shall communicate to the Board of Directors such matters as may, in their opinion, promote the general welfare of the Corporation.

ARTICLE III - OFFICERS OF BOARD OF DIRECTORS

Section 1 - Titles:

- a. President
- b. First Vice-President
- c. Second Vice-President
- d. Secretary
- e. Treasurer

Section 2 - Elections:

A slate of officers will be presented by the Nominating committee of the Board of Directors at the September meeting. Officers will be elected at the October meeting by majority vote of the Directors present if a quorum has been established. Installation will be conducted at the Annual Meeting in November.

Section 3 - Term:

Officers shall hold office for two (2) years following their installation and until their successors have been installed.

Section 4 - Duties & Responsibilities:

a. President:

- Shall preside at the meetings of the members of the Board of Directors and the Executive Committee.
- May vote on any matter before the Board of Directors
- Represent the Board of Directors at meetings and functions or appoint another Director to do so.
- Sign contracts and checks as a representative of the Board of Directors in conjunction with the Executive Director.
- Appoint the chairperson and committee members of authorized committees.

b. First Vice-President:

- Shall preside at meetings in the absence of the President.
- Assume the Office of President, in the event the Presidency is vacated, until such time as a new President is elected and installed.
- May sign checks or contracts as a representative of the Board of Directors in the absence of the President.
- Shall serve on the Nominating Committee and the Finance and Budget Committees.

c. Second Vice-President:

- Preside at meetings where both the President and First Vice President are absent.
- Shall serve on the Fund Raising Committee and the Long Range Planning Committee.

d. Secretary:

The Secretary shall insure:

- 1) an accurate record of the proceedings of the meetings of the Board of Directors is kept.
- 2) an accurate record of the elections of the Board of Directors is kept.
- 3) notices of meetings are issued to the members of the Board of Directors.
- 4) minutes or copies thereof shall be made available to members of the Board of Directors.
- 5) The secretary shall keep the seal of the Corporation.
- 6) If the Secretary is absent from a meeting, a Secretary pro-tempore' shall be chosen by vote.

e. Treasurer:

The Treasurer shall:

- 1) ensure that the monies of the Corporation are collected, and disbursed, as directed by the Board of Directors.
- 2) The Treasurer shall review monthly financial statements and report on same to the Board of Directors at the monthly meetings.
- 3) He shall review the annual audit and report on the same to the Board of Directors.
- 4) In the absence of the Secretary, the Treasurer may sign checks or contracts as a representative of the Board of Directors.

ARTICLE IV - STANDING COMMITTEES AND SPECIAL COMMITTEES:

Section 1 - Names of Standing Committees: There shall be the following Committees.

- a. Executive Committee
- b. Nominating Committee
- c. Personnel Committee
- d. Finance & Budget Committee
- e. Building & Maintenance Committee
- f. Long Range Planning Committee
- g. Program Committee
- h. Fund Raising Committee

Section 2 - Appointment and Term: All standing Committeemen shall be appointed by the President and shall serve for one (1) year or until the next Annual Meeting or until their successors are appointed. They shall be appointed at, or as soon as possible after, the Annual Meeting. The first member named to a Committee shall serve as Chairman thereof.

Section 3 - Functions of Standing Committees:

- a. EXECUTIVE COMMITTEE: The Executive Committee shall:
 1. Consist of the officers of the Board of Directors plus the immediate past president.
 2. Carry out the responsibilities delegated to them by the Board of Directors.
 3. Conduct any business that may be necessary between the regular or called meetings of the Board of Directors.
 4. Meet at the time and place designated by the President of the Board of Directors.
- b. NOMINATING COMMITTEE: The Nominating Committee shall:

Nominate persons to serve on the Board, as well as nominate a slate of officers to be presented at the September meeting.

- c. PERSONNEL COMMITTEE: The Personnel committee shall:
Be responsible for advising the Board of Directors on matters pertaining to personnel administration and staffing, so that all functions of the organization may be effectively carried forth in accordance with the established policies and procedures of the Child Development Center.
- d. FINANCE AND BUDGET COMMITTEE: The Finance and Budget Committee shall:
 - 1. Advise the Board of Directors concerning financial management of the monies of the Corporation.
 - 2. The Treasurer shall act as chairperson.
- e. BUILDING AND MAINTENANCE COMMITTEE: The Building and Maintenance Committee shall:
Advise the Board of Directors concerning the building and maintenance needs of the Corporation.
- f. LONG RANGE PLANNING COMMITTEE: The Long Range Planning Committee shall:
Gather information for future needs of the Corporation's clients and staff and then advises the Board of Directors on formulating plans to meet these needs.
- g. PROGRAM COMMITTEE: The Program Committee shall:
Advise the Board of Directors on matters pertaining to the policies and procedures of the clinical, educational, and therapeutic programming for clients in all programs of the Child Development Center.
- h. FUND RAISING COMMITTEE: The Fund Raising Committee shall:
 - 1. Be responsible for the short and long range financial foundation of the Corporation.
 - 2. Oversee the submission of grant proposals.
 - 3. Help plan the various aspects of fund raising.

Section 4 - Special Committees:

Special Committees may be created by the President as necessary. Said Committees may be dissolved by the President.

ARTICLE V - FINANCE:

Section 1 - Contracts and Obligations:

- a. All written contracts and obligation of the Corporation shall be signed by the Executive Director and either the President, First Vice-President, Secretary or Treasurer as the contract may require.

- b. All checks drawn upon Corporation funds shall be signed in such manner as shall be designated by the Board.
 - 1. All checks in the amount of five hundred dollars (\$500) or above, shall require two (2) signatures to be valid. The two (2) signatures may consist of any two (2) officers or combination of any officer and Executive Director.
- c. Neither the Executive Director nor any Officer of the Corporation shall have the authority or power to make it liable for any debt beyond the amount of money which may be at the time in the Treasurer's hands and not needed for the discharge of existing debts or liabilities. A loan may be secured if the Long Range Planning Committee has authorized a plan of indebtedness and this has been approved by a majority vote of the Board of Directors present at a meeting in which there is a quorum.

ARTICLE VI - AMENDMENTS TO BY-LAWS:

These BY-LAWS may be amended, repealed or altered in whole or in part by a majority vote of the Board of Directors of the Corporation present at any Regular or Special meeting at which there is a quorum.

ARTICLE VII - INDEMNIFICATION:

Any person or her/his heirs, executors or administrators made a party to any action, suit or proceeding by reason of the Corporation or of any corporation which she/he served as such at the request of this Corporation, shall be indemnified by the Corporation against the reasonable expenses, including attorney's fees, actually and necessarily incurred by her/him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director, Officer or Member is liable for negligence or misconduct in the performance of her/his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director, Officer or Member may be entitled by law.

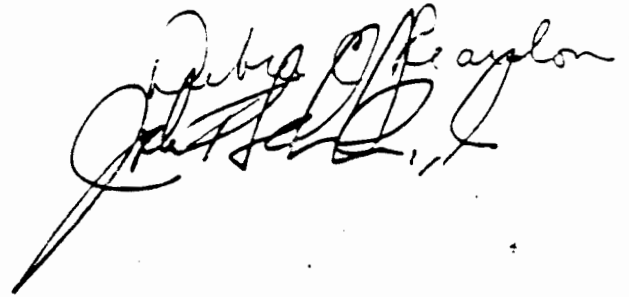
ARTICLE VIII - ROBERT'S RULES:

Robert's Rules of Order, revised, shall govern meetings of this Corporation in all cases in which they are applicable and in which they are not inconsistent with these By-Laws, the Articles of Incorporation or by statute.

ARTICLE IX - DISSOLUTION OF ASSETS:

In the event that the Child Development Center of Polk County should dissolve, the residual assets of the Corporation will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or Local government for exclusive public purpose, subject to the authority of the Board of Directors.

Revised by-laws approved by Executive Committee of Board of Directors May 30, 1991. Adopted May 30, 1991.

A handwritten signature in black ink, appearing to read "Robert R. Raylon". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

The Child Development Center of Polk County, Inc.

716 E. Bella Vista Street
Lakeland, Fl 33805

Board of
Directors

January 30, 1997

Steve Earley,
President

Andrea Whiteley, Chairman
School Board of Polk County
P.O. Box 391
Bartow, FL 33830

Tony
Turbeville,
1st Vice
President

Dear Andrea:

Ron Losch,
2nd Vice
President

I am writing this letter on behalf of the Child Development Center board members. In our December 10, 1996, meeting we reviewed and unanimously approved CDC applying to become a charter school for children with developmental delays/disabilities, birth through developmental kindergarten. We strongly support the opportunity to serve this exceptional population in an innovative way. Our organization has been providing services to children with special needs since 1956 which shows our commitment to children and their families.

Alice
Trueblood,
Secretary

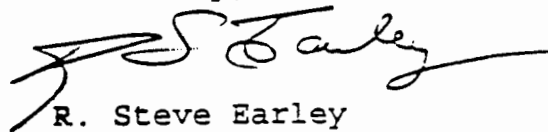
Our board is comprised of dedicated volunteers who are excited about the challenge of serving these children through a charter school.

Judy Borden,
Treasurer

We appreciate your consideration of our charter school application.

Paula
Sullivan,
Executive
Director

Sincerely,



R. Steve Earley
President
CDC Board of Directors

the
Watson
Clinic
LLP

January 27, 1997

Ms. Andrea Whiteley
Chairman
School Board of Polk County
c/o Child Development Center
of Polk County
716 East Bella Vista Street
Lakeland, Florida 33805

Dear Andrea:

This letter is sent in support of the application of the Child Development Center of Polk County for designation as a charter school. I have been a member of the Board of the Child Development Center for some 23 or so years. Throughout this time frame I have noted a consistency in the staff serving the needs of the mentally and physically disadvantaged individuals of the Polk County geographical area in an exemplary manner. This has especially been noted in the last few years under the excellent leadership of the Executive Director, Ms. Paula Sullivan.

The Board of the Center has maintained a commitment to be supportive of the children needing services in the county as well as supportive of the staff who are, on a daily basis, providing these services. This commitment has been demonstrated by taking a proactive stance in adding the Bartow site to the Center so far as serving the individuals in need in their local area rather than requiring transport a number of miles to Lakeland.

There has been a continued demonstration on the part of the staff utilizing the always somewhat short financial resources in an optimal manner to gain the greatest amount of actual service to the individual child. This has been done, time and again, demonstrating unselfish attitudes and team type efforts by the staff.

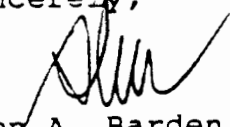
January 27, 1997
Ms. Andrea Whiteley

Page 2

As a long term Board member, a personal supporter of the Child Development Center, and a citizen of Polk County, I strongly support the Child Development Center's application for charter school status.

If there are any questions, or if I can be of any specific assistance per general information, please do not hesitate to contact me directly. Thank you for what I know will be very careful consideration of the Child Development Center's application request.

Sincerely,



Glen A. Barden, M.D.

1stWHITELEY.027



Lawton Chiles
Governor

Edward A. Feaver
Secretary

Sue B. Gray
District Administrator

January 24, 1997

Ms. Andrea Whiteley
Chair
Polk County School Board
P.O. Box 391
Bartow, FL 33831

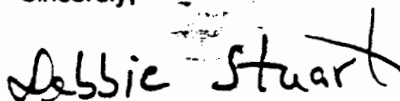
Dear Ms. Whiteley:

I am writing in support of the Child Development Center of Polk County, Inc.'s application to become a charter school for children, ages birth through five, who have a disability and/or developmental delay. My support is based on first hand knowledge of the program as well as its historical reputation of over thirty years with our state agency.

For the past three years the State of Florida Division of Children's Medical Services has contracted with the Child Development Center to operate a developmental preschool and provide ancillary services to infants and toddlers with developmental concerns. I have been the contract manager for each of these years. Throughout my association, program and administrative monitorings have consistently found the Center to meet or exceed all prescribed standards. Additionally, developmental gains for children participating in the program have been documented, staff members have at all times been responsible and professional, and families have frequently expressed their gratitude for the availability and quality of the program's services.

Because of the expertise available through the Child Development Center, it does offer an excellent educational option for families of young special needs children. While I recently resigned from my position as program administrator for Children's Medical Services, I am still available to speak on behalf of that division and may be reached at 941-619-4100 if additional information is needed concerning my involvement with the Center.

Sincerely,


Debbie Stuart
Quality Assurance Manager

District Fourteen
4720 Old Hwy 37, Lakeland, Florida 33813-2030
Telephone: 941-619-4100

*Working in partnership with local communities to help people be self-sufficient
and live in stable families and communities.*



**United Way
of Central Florida**

January 21, 1997

5605 US Highway 98 South
Post Office Box 1357
Highland City, FL 33246-1357
Phone (941) 648-1500
Fax (941) 648-1535

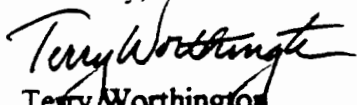
To Whom It May Concern:

It is without reservation that I write a letter of support for the Child Development Center as they apply to become a Charter School for three to five year old children with developmental delays and disabilities.

Since 1957 the Child Development Center has been a United Way Agency in good standing. I have been personally aware of the outstanding work accomplished by the dedicated staff and volunteers of CDC since joining the United Way in 1987. Working in an adjoining building provided the opportunity for me to see first-hand on a daily basis the children served. No agency receiving United Way funding is more universally accepted as touching the lives of our community's most deserving.

The United Way office is now located miles from the Center, yet I am still able to say that we take pride in the closeness of our affiliation. I can think of no other organization better suited to serving the purpose for which they are applying.

Sincerely,


Terry Worthington
President

Sharing Time And Resources

Polk County School Board
1915 Floral Avenue, South
Bartow, Florida 33830

January 21st, 1997

Dear Board Members,

Five years ago a small group of individuals were approached to form a committee to host an annual event to benefit the Child Development Center/Peacock Complex. The complex had just been given to the Center by Dr. Peacock's widow, Mrs. Louise Peacock, and a dependable, annual sum of money was needed to help make this building a reality.

Out of this grew the Sharing Time and Resources (STAR) Committee, and I am proud to say that over the past five years, our annual event has generated approximately \$71,000.00 for the Center. I think that this figure speaks for itself in the commitment this community has for the CDC.

Each of us is in whole support of the Center's application for Charter School status. We feel a developmental kindergarten and pre-K program would fill a void in the public school system as it currently stands. Further, it would, in essence, return the Center to its roots of serving these challenged children through the age of 5.

It has been a grave concern of ours that at 3, services at the Center ended. Especially when some are so close to this age when they enter the program due to waiting lists. The intimacy of the Center, the devoted staff and their amazing success stories are a testimony to what is "right" in the school system. Allowing them to continue on with a child thru kindergarten will only heighten what they can accomplish. And I feel that we are all in agreement in that what is accomplished early, is the key to a child's future successes.

Please join us in endorsing the Child Development Center for Charter School status. We feel it will be another chapter in the Charter success story. We laud the Center's commitment to ensuring that these physically and mentally challenged children are provided with the most positive and innovative educational foundation possible.

Sincerely,


Gris Putnam Spincsa, Chairman
STAR Committee

Judy Borden
Sue Britt
Carolyn Gorman
Karen Guffey

Mariann Holland
Christina Lee
Lee Putnam
Sally Putnam

Tammy Putnam
Associate Members:
Judy Long
Amy White

SMITH BARNEY

SMITH BARNEY • 800-854-0088

A Member of Travelers Group

January 20, 1997

Andrea Whiteley, Chariman
Polk County School Board
P. O. Box 391
Bartow, FL 33830

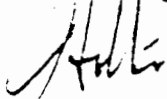
Dear Andrea,

I am pleased to write to you and recommend that the Child Development Center of Polk County become a charter school serving Pre-K (ESE) for the 3-5 year old population and developmental kindergarten. I have worked with the Child Development Center for nearly twenty years. I have no reservations regarding the success of this program should you view their application favorably.

The Polk County School Board's bold efforts in endorsing the charter school concept will no doubt lead to special populations of our students being delivered educational services they might not otherwise receive. The Child Development Center has for years served our youngest children and prepared them to enter our school system in spite of their disabilities. They are a natural body for consideration to become a charter school and, in my mind, exactly what the legislature had in mind when the concept was drafted.

As a long-time board member of CDC and a past president of this very important effort I ask you to view their application favorably. Going forward, I look forward to a partnership with our school system in an effort to serve some very special children.

Sincerely,



Hollis H. Hooks

John A. Stewart
1103 Cypress Point West
Winter Haven, Florida 33884

Andrea Whiteley, Chairman
School Board of Polk County
P.O. Box 391
Bartow, Florida 33830

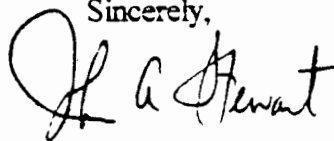
Dear Andrea:

This letter is written to endorse and support the application of the Child Development Center in Lakeland to form and operate a charter school for developmentally delayed/disabled children ages Pre-Kindergarten and Kindergarten. The school will be a program of choice with space for approximately eighty children.

I have worked with the Child Development Center for many years and found them to be one of the premier providers of services to young people in the State of Florida. The students they propose to serve would be given the finest care and instruction available today, and the school system would be gaining a partner of exceptional ability and reputation. Their professional staff is very sophisticated and works diligently to stay abreast of all that is current in education. The Child Development Center is also very active in the Polk County community of child care providers and considered a leader in the field.

More and more research points to the fact that the earlier one works with children the better the results that are achieved. If the Child Development Center is successful in their efforts, and I am quite sure they will be, the children, their families, and Polk County will be well served. Furthermore, this application provides the school system a wonderful opportunity to develop a control group to track as they matriculate through the educational process.

Sincerely,



John A. Stewart

Rebecca Vaughan, M.Ed., CCC-SLP
Speech/Language Pathology
Pediatric Oral Motor Specialty
3877 Recker Highway, Suite #3
Winter Haven, Florida 33880
(941) 291-8448

January 14, 1997

RE: Child Development Center of Polk County
Charter School Application

TO WHOM IT MAY CONCERN:

The administrator of the above facility, Ms. Paula Sullivan, has requested that I write a letter of recommendation on the school's behalf. I am happy to comply with her request.

Ms. Sullivan, her staff and her institution have been known to me for the past six years. I have served as a contract speech/language pathologist and as a consultant in the past. I currently serve the school under contract as the speech/language pathologist.

Rarely, in my 16 years of practice, have I seen the interest in and dedication to the population served that I have observed throughout the years and on a daily basis at CDC.

Ms. Sullivan is an astute administrator, disciplined supervisor, caring professional and visionary planner. She is a no-nonsense person who gets to the crux of any problem and addresses it.

Ms. Sullivan's staff follow her lead, accept her guidance and rely on not only upon their own creativity, but on the competent support staff the center provides. The most challenging children are accepted and treated with the utmost care.

The physical plant is excellent, well-equipped, beautifully maintained and spotlessly clean.

This is an energetic and capable group of people who would be very capable of providing the type of services a Charter School would demand. I recommend Ms. Sullivan and her staff without equivocation.

Very truly yours,

 Rebecca Vaughan M.Ed.-SLP

the
**Watson
Clinic
LLP**
—
South

January 21, 1997

Mrs. Paula Sullivan
The Child Development Center
716 East Bella Vista East
Lakeland, FL 33805

TO WHOM IT MAY CONCERN:

I have been asked to write a letter of recommendation for The Child Development Center of Polk County to be converted into a charter school. I enthusiastically support this endeavor.

I have been a pediatrician in Lakeland, Florida for over seventeen years, and in that time have been associated with or affiliated with The Child Development Center. As a pediatrician, I have been thankful that The Child Development Center of Polk County has provided excellent services to children with handicaps, both congenital and acquired. The Child Development Center's staff is not only competent and committed, but dedicated to their center. The longevity of staff affiliation with the center can testify to that.

The Child Development Center also maintains a satellite in Bartow, Florida. This enables the charter school to provide services to a greater geographic area of Polk County, a large county, without causing undue difficulties with transportation.

I am honored to recommend The Child Development Center of Polk County for charter school status. This will be a huge benefit to the public schools of our area, and to the children which The Child Development Center serves.

Sincerely,


Robert B. Eanett, M.D.

ALHChDevL.021

BAYLIS & company PA

STEPHEN W. BAYLIS, CPA
EDITH L. YATES, CPA
SHEILA C. PHELPS, CPA
TAMARA J. BURROUGHS, CPA

January 27, 1997

The School Board of Polk County, Florida
Bartow, Florida

Re: Child Development Center of Polk County, Inc.
Application for Charter School Status

Honorable Members of the Board:

Our firm has been the auditor of record for the Child Development Center for over ten years, and we have conducted both financial and HRS governmental compliance audits. During that time we have had the opportunity to observe the Center's operations, staff and Board of Directors. Paula Sullivan, the Executive Director of the Center, has asked that I offer some comments for your consideration.

The Center has a long history of well managed and efficient operations. They have been subject to many external reviews, by both our firm and governmental agencies. We have consistently noted their full compliance with relevant regulations and reporting requirements. The program reviews we conduct as a part of our governmental compliance audits also reflect a history of accomplishing individual program goals established by oversight agencies for children in their care.

The Board of Directors has been actively involved in the financial and management affairs of the agency. Board members review the monthly financial reports prepared by our firm and have established controls over the Center's operations. During our annual discussions with the Board about the Center's audit report, they exhibit a knowledge and concern about their fiduciary responsibilities to the Center.

I believe that the Board has demonstrated a true commitment to children, especially those with special needs, and that they take their jobs as Board members seriously.

School Board of Polk County
January 27, 1997
Page Two

The Center (its staff and volunteers) has proven that it has the background and experience to successfully run a special needs program. The facilities have been in place for many years, and the operation has been successful in its efforts to provide a challenging learning environment for children.

In summary, it is my personal view that the Child Development Center of Polk County, Inc. should be given serious consideration and support in its application for Charter School status.

Sincerely,



Edith L. Yates
ELY/cab

January 22, 1997

Polk County School Board
Bartow FL,

Members:

I would like to recommend and support the application of the Child Development Center of Polk County on their application to become a charter school for the 1997-98 school year.

Over the last 10 years I have been associated with this organization. As a volunteer I saw the dedication of the staff to the children. As a parent of a receiver of service from the Child Development Center it was clear how much the child and their educational advancement came first. It would be a great benefit to many children and help to provide much needed individual curriculum and attention for children with special needs. My son advanced tremendously while at the Child Development Center and is now a happy and involved member of our community. I want other children to have this opportunity.

Please consider how important it is for a child to have a positive introduction to education and provide an environment for success. This is what the Child Development Center offers!

Sincerely,



Suzanne P. Trueblood

Karen Long

1500 Buckeye Rd. N.E.

Winter Haven, Fl. 33881

Home Phone (941) 293-5360

November 20, 1996

Paula Sullivan
Child Development Center
716 East Bella Vista
Lakeland, Fl. 33805

Dear Paula,

I am writing you this letter to Thank You for all that you have done for myself and especially for my son Connor Long.

You have been most gracious to me as a parent and a friend. I can't tell you how much I appreciate you including me in activities around our community and Child Development Center.

C.D.C. has blossomed my mind to a point of appreciation to no end. I feel that with you as Executive Director over looking the center and all it's children, C.D.C. will continue to succeed.

Since Connor began C.D.C. in August of 1995 his development has improved remarkably, from learning social skills to his interactivities with the other children. My husband and I are so proud of him to say the least.

I must also include how you have the most caring, loving and giving staff that I have ever been involved in. I feel that you and your staff are like family to Connor and myself. And to transition Connor out of C.D.C. was one of the hardest things I have ever done. But I know this is a positive step for him as he enters the public school system, and C.D.C. has prepared him for that.

Thank You from the bottom of my heart for all that you have done.

All the best to you and your staff at C.D.C.

Sincerely,

Karen Long

November 6, 1996

NOV 11 1996

Dear Child Development Center of Polk County:

After opening and reading your recent request for financial support, I held my head in my hands and cried a mountain of tears. How sad I was to realize that the services that were so crucial to the development of my child may not be there for someone else's. As I realize that tears will not change this important situation, I also realize that my precious Sam would not be functioning at the level he is had it not been for the services he received at your center.

When my husband and I moved to Lakeland, Samuel was only three weeks old. We knew no one and had no idea of what to do with this brand new "special" baby. We got the referral to CDC when Samuel was two months old. The first person I was in contact with was Marge Baker, she assured me that as soon as the Christmas break was over my referral would go through the proper channels. I waited in eager anticipation worrying that I would be forgotten and would be left alone. I was not forgotten and just like Marge said I was introduced to Jill Linton and Debra Stephens. They made me feel so proud of my baby and reassured me that they were there to help me. CDC not only helped me but helped our entire family. Debra Stephens, Connie Banfield and Cynthia McDowell taught my husband and I how to teach our child at home. They taught us how to believe even when there seemed to be no easy solution to our problems. The care and education that Samuel and our family received from The Child Development Center of Polk County can never be replaced or duplicated.

When our family relocated to Ohio, I knew the hardest task was going to be finding a quality program such as the one we received at the CDC. When we finally settled for a facility, the staff and therapists could not believe all the things Samuel was able to do at only 17 months old, with a diagnosis of Downs Syndrome. I was very proud to credit the program, staff and therapists at CDC for ~~all~~ their hard work and care in teaching Samuel and our family. What would we have done without you? I feel safe in saying that we would not have had the outstanding foundation that we received. Thank you so very much.

Enclosed is my contribution. I only wish that it could be more, for I know that we will never be able to equal all that the CDC has done for our family and our precious Sam.

With Love,

The Myers

Samuel, Tera, Lewis, and Lynsey Myers



CHILDREN'S MEDICAL SERVICES

(941) 499-2250

1417 Lakeland Hills Blvd., Suite 100, Lakeland, FL 33805

January 27, 1997

Ms. Andrea Whitley
c/o Paula Sullivan
Child Development Center
716 East Bella Vista Street

Lakeland, FL 33805

Dear Ms. Whitley:

As the Director of Nursing for Children's Medical Services, we have had a long relationship with The Child Development Center and would certainly support the facility becoming a charter school with ESE pre K for 3 to 5 with Developmental Kindergarten.

We have worked with CDC for 20 plus years and have always found their staff to be professional yet understanding of the needs of the children and families that they provide services for.

If I can provide any other information, please contact me at (941) 499-2250.

Sincerely,

A handwritten signature in cursive script that reads "Charlotte Brooks RN".

Charlotte Brooks, RN
Director of Nursing

CB/dh

WHERE SHOPPING IS A PLEASURE



Publix super markets, inc.

January 27, 1997

Polk County School Board

To Whom It Concern:

This letter is intended to acknowledge my "CONTINUED SUPPORT" for the CHILD CARE DEVELOPMENT CENTER. "CDC" is definitely an asset to this community as well as neighboring communities in the Tri-County area. If it were not for CDC, the "PRECIOUS JEWELS" that are served daily, would probably have a very "dim" future. The early intervention, that these developmentally delayed customers receive and the education for their parents is very important. If such services had been available years ago, they would have "benefited" numerous adults today.

I have been affiliated with CDC for a long time. I have been a Loaned Executive via PUBLIX for the United Way for five years. With CDC being one of the agencies funded by United Way, I have escorted people from all walks of life on tours of CDC. I have served on the Allocations Panel (Fund Distribution) for United Way and serve on several other boards as well.

Last year, 1996, I was recipient of the "Mr. George Community Service Award," and I feel that my being involved in Tri County communities as a responsible citizen, was a "definite" for my achieving such an honor. There has been and will be several "CDC" parents that I know are my co-workers, who also join me in supporting such a fine AGENCY as the CHILD DEVELOPMENT CENTER. It is even an honor for me to raise funds, supporting the needs of our community.

A loyal supporter and believer of "Helping where help is needed most."



Bernice O. Cooper-Laidley

DRUG PREVENTION RESOURCE CENTER, INC.

• A United Way Agency • Sponsors of Just Say No Walk and Red Ribbon Week

1996

Officers

J. William Herchig
President
Ed Goodemote
First Vice President
Marti O'Brien
Second Vice President
Tracey Carter
Secretary
Phill Dunne
Treasurer
James O. Pratt
Immediate Past

Board of Directors

Ira Anderson
Lon Britt
Mary Cameron
Richard Carter
Nacmi T. Dunne
Steve Githens
Shirley Hardy
Jenny Lazenby
Barbara Lipscomb
Judy Loud
Kaye B. McConell
Rosemary Odum
Jane Pierce Kunneke
Patti Sarano
Nancy Simpson
Kay C. Stone
Sheri Wall

Advisory Board

Sam V. Boca
Dan S. Bagley, Jr.
Glen A. Barden
A. Neil Bare
Richard B. Bergquist
M. Hunt Berryman
James E. Boone
Lawton Chiles
Kathleen Davis
Robert Earnett
Ferron Edwards
C.J. Jack English, III
Charles Chuck T. Foss
Anne B. Furr
Carl Hawkins
Margaret T. Kibler
Thomas B. Kibler
Tom Mims
Steve Moore
Greg Myers
Sandi Opalinski
Frank O'Reilly
Brian Renz
Daniel Risener
Frank R. Satchel, Jr.
Jo Lee Sawyer
Alton A/E. Schmidt
John R. Schrot
Kathleen L. Sperry
Nick Sudzina
Shan Szabo
Edward J. Buzz Tarver, III
Joe G. Tedder
Paul B. Tibbe
Norma S. Vianzon
Howard Wiggs

Sheila Huffman Dailey
Executive Director

January 27, 1997

To: School Board of Polk County

From: Sheila Huffman Dailey, Executive Director *Shd*

Re: Charter School Application by Child Development Center
of Polk County

The Child Development Center of Polk County has a long history of success in working with special needs children and for that reason I strongly support their application as a Charter School addressing the 3 - 5 year old population of children with special development concerns.

The Center has always held a very high standard for the services provided and for the staff who work with the children and parents. The programming has been comprehensive and addresses the needs of this special population in a manner not offered by other programs. Throughout the years the Center has developed a cost effective manner of providing developmental services and I am certain could continue to do so as a Charter School.

By granting the application by the Child Development Center I strongly believe it would enhance services which would be available to this special population and to their parents and would be a real asset to our community. In addition, I believe it would be a sound economical move, since it would expand existing options and when businesses seek to relocate one of the key issues is availability and diversity of services for employees. This kind of a Charter School would definitely be a positive addition to pre-existing options.

Citizens Committed to Preventing Alcohol and Other Drug Problems

1415 Commercial Park Drive • Lakeland, Florida 33801 • 941/665-8582



January 27, 1997

Heart of Florida
Girl Scout Council
1831 N. Gilmore Ave.
Lakeeland, FL 33805
(941) 688-7648
Fax (941) 682-5122

Branch Office
1007 NE 2nd Street
Ocala, FL 34470
(352) 622-2255

Mrs. Andrea Whitely
Polk County School Board
1915 S. Floral Avenue
Bartow, Florida 33830

Dear Mrs. Whitely:

Please accept this letter in support of the charter school application from the Child Development Center to start a developmental kindergarten (Pre-K, ESE) for 3-5 years olds.

The Child Development Center has 25+ years of providing quality services to children with special needs in Polk County. It is a highly respected and well-managed agency. The Center has a knowledgeable and competent staff as well as an active and involved volunteer board of directors.

I urge you to give favorable consideration to their application.

Sincerely,

Kay Anderson
Executive Director

KA/af

**Girls Incorporated
of Lakeland**

Box 1975
Lakeland, FL 33802
941 682-3002
941 686-5008 FAX

**girls
inc.**

*Girls Inc. of Lakeland
Board of Directors 1996*

January 23, 1997

Kay Harris-Fields
Executive Director

Sheila Lucius
President

Linda Rimmer
Vice President

Julie Taylor
Secretary

Lynda Mack
Treasurer

Michael E. Dolce
Past President

Sylvia Blackmon-Roberts
Becky Bradley
Deborah Leigh Carter
Dillon Daniels
Gary English
Sisi Hedges
Joe Jefferson
Lisa Strine Lassi
Faye McKnight
Peggy Nealund
Teresa Olinger
Cindy Hartley Ross
Latha Speed
Carol Taylor
Vivian Underwood
Ed Vogel
Karla Wright
Jay Yancey

Ms. Paula Sullivan
Executive Director
Child Development Center
716 East Bella Vista Street
Lakeland, FL 33805-3009

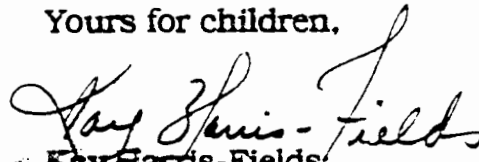
Dear Paula:

Girls Inc. of Lakeland is pleased to submit this letter of support on behalf of your efforts to solicit funds for a charter school for preschoolers and kindergarteners with emphasis on delayed disabilities and developmental delays.

There is a tremendous need for a specialized preschool/kindergarten program in our community, and your agency's expertise in this area will be a valuable asset in the establishment of a charter school. Your agency's track record speaks for itself, and we are blessed to have the programs that you provide in Polk County.

Good luck on your charter school request, and feel free to contact us if we can be of any assistance in the establishment of your program efforts.

Yours for children,


Kay Harris-Fields
Executive Director





Camp Fire

Boys and Girls

January 21, 1997

To whom it may concern:

Paula Sullivan, Executive Director of Child Development Center, has informed me of her agency's intention to file to become a charter school, serving youngsters with handicaps and disabilities.

Although I have no specific knowledge of the internal management practices of Child Development Center, their application process would determine their ability in this area. I can, however, relate to the overall professionalism and dedication of staff of the agency.

As director of Camp Fire, I have for a number of years had occasion to interact with Ms. Sullivan and others at Child Development Center. I have always found her to be knowledgeable in her field, concerned for the highest quality of care for the youngsters entrusted to their care, and continually interested in improving the services provided by that agency. In addition, I am acquainted with several of the board members of the agency, whom I know to be individuals concerned about children in this community and their ability to help them achieve their highest potential.

I have visited the agency premises, which I found to be pleasant, clean and welcoming. I have on occasion viewed staff interaction with children, which evidenced caring and concern for the well being of the child(ren) as well as that they learn the skill or lesson being taught.

Camp Fire has a program called "Special Sitters" which has a cooperative relationship with Child Development Center and its families. Should they be granted their charter school application, we would continue our professional relationship and assist them in whatever way might be appropriate as resources and opportunities exist.

Yours very truly,

Betty Keinert, Exec. Dir.
Camp Fire Boys and Girls
- Sunshine Council -



CITY OF BARTOW

January 23, 1997

Steve Earley, President of Board of Directors
Child Development Center
716 E. Bella Vista Street
Lakeland, Florida 33805

Reference: Child Development Center
695 E. Summerlin Street

Mr. Earley,

As per your request, an inspection was made at the above referenced property on this date. The building which is utilized by the Child Development Center is in the appropriate zoning for the City of Bartow. The building also meets all applicable building codes regulated by the City of Bartow.

If you need any further information regarding this matter please contact me at my office.

Sincerely,

Donnie True
Public Service Director

LAKELAND FIRE DEPARTMENT

INSPECTION CHECKLIST

NAME OF BUSINESS Child Development CENTER
ADDRESS 716 BELLA VISTA ST E ZIP 33805
BILLING ADDRESS SAME
BUSINESS PHONE 685-6504 EMERGENCY PHONE 858-7483

TYPE OF INSPECTION: CO RT [checked] NB PRE-INSP. RI #

PERMIT/CERTIFICATE TYPE 43 PERMIT /CERTIFICATE NUMBER

VIOLATIONS REQUIRING CORRECTIVE ACTION ARE MARKED BELOW WITH AN 'X'.
REINSPECTION WILL BE MADE WITHIN 0 DAYS.

- 1. AISLES
2. ALARM SYSTEM
3. BUILDING REPAIRS
4. CHEMICALS
5. DOORS/FIRE
6. ELECTRICITY
7. ELEVATORS
8. EXITS/LIGHTS/SIGNS
9. EXTINGUISHERS
10. EXPLOSIVES/AMMUNITION
11. FIRE ESCAPE
12. FLAME RETARDANT
13. FLAMMABLE LIQUIDS
14. HOUSEKEEPING
15. FIREWALLS/ENCLOSURES
16. PAINT SPRAYING
17. FIXED EXT. SYSTEMS
18. HEATING
19. SPRINKLERS
20. STAIRS
21. STANDPIPES-HOSE CABINET
22. ADDRESS
23. OTHER VIOLATIONS

REMARKS: MEETS CODE AT THIS TIME

PERSON INTERVIEWED Paula
INSPECTOR L. R. L.

STATION A ZONE
INVOICE#
DATE 1/22/97

Board of County Commissioners Polk County, Florida

April 1, 1996

License Number **42**

Child Development CTR of PC LKLD
716 E Bella Vista Street
Lakeland, Florida

THIS IS TO CERTIFY THAT
LOCATED AT:

has complied with the rules and regulations promulgated by the Board of County Commissioners of Polk County, Florida and Florida Statutes 402.306 Laws of Florida and is authorized to operate a (Full-Day) Child Care Center for the care of **75** children. Ages: **(18 Mos. - 3 Yrs.)**

Owner: Child Development Ctr. of Polk Cnty

Operator **Paula Sullivan**

This license shall expire:
March 31, 1997

This license may be revoked for cause.

John H. Dama
FOR THE DIRECTOR OF POLK COUNTY PUBLIC HEALTH UNIT



State of Florida
Department of Health and Rehabilitative Services



New Facility	
Quartern Inspection	<input checked="" type="checkbox"/>
Relicensure	
Other	

CHILD DAY CARE FACILITY
INSPECTION CHECKLIST

Authority:
Sections 402.301-319, F.S.
Chapter 10M-12, F.A.C.

Name of Facility: Child Development Center Telephone Number: 813-1504 Hours: 8 am - 6 pm License Number: 42

Facility Address: 110 E. Bella Vista Lakeland

Name of Operator/Owner: Paula Sullivan Number of Staff Present: 6 Authorized Licensed Capacity: 75 Number of Children Present: 17

*An item marked '✓' indicates COMPLIANCE. An item marked 'X' indicates NONCOMPLIANCE and requires corrective action by the specified due date. An item marked 'C' indicates that the standard was not monitored during this inspection visit. Failure to complete corrective action by the due date could result in enforcement action in accordance with Section 10M-12.11, F.A.C. and Section 402.310, F.S.

I. GENERAL REQUIREMENTS (10M-12.001)	Due Date	38. Crib requirements (e) & (f) & (g)	Due Date
<input checked="" type="checkbox"/> 1. Operator notification (2)(i)		<input checked="" type="checkbox"/> 38. Crib requirements (e) & (f) & (g)	
<input checked="" type="checkbox"/> 2. Change of ownership notification (2)(j)		TOILET & BATH FACILITIES (10M-12.003(6))	
<input checked="" type="checkbox"/> 3. License displayed (2)(k)		<input checked="" type="checkbox"/> 39. Adequate toilets/basins (b)	
<input checked="" type="checkbox"/> 4. Licensed capacity requirement (2)(k)		<input checked="" type="checkbox"/> 40. Soap and towels provided (g)	
<input checked="" type="checkbox"/> 5. Advertisement (3)(a)		FIRE SAFETY (10M-12.003(8))	
II. PERSONNEL (10M-12.002)		<input checked="" type="checkbox"/> 41. Working phone on premises (b)	
BACKGROUND SCREENING (10M-12.002(1))		<input checked="" type="checkbox"/> 42. Emergency phone numbers (c)	
<input checked="" type="checkbox"/> 6. Household members/volunteers (if app.)(b)(1 & 2)		HEALTH & SANITATION (10M-12.003(9))	
<input checked="" type="checkbox"/> 7. Abuse registry check submitted (d)(2)		<input checked="" type="checkbox"/> 43. Proper hand washing (b)(1)	
<input checked="" type="checkbox"/> 8. Local criminal records submission (d)(2)		<input checked="" type="checkbox"/> 44. Sanitary diaper changing area (b)(2)	
<input checked="" type="checkbox"/> 9. State criminal records submission (d)(2)		EQUIPMENT & FURNISHINGS (10M-12.003(10))	
<input checked="" type="checkbox"/> 10. Federal criminal records submission (d)(2)		<input checked="" type="checkbox"/> 45. Indoor toys/equipment safe and sanitary (a)	
<input checked="" type="checkbox"/> 11. Affidavit of good moral character (e)		<input checked="" type="checkbox"/> 46. Outdoor equipment free of hazards (b)	
MINIMUM AGE REQUIREMENTS (10M-12.002(2))		VI. NUTRITION (10M-12.006)	
<input checked="" type="checkbox"/> 12. Operator at least 21 years old (a)		<input checked="" type="checkbox"/> 47. Nutritionally adequate meals (1)	
<input checked="" type="checkbox"/> 13. Person in charge of facility (a)		<input checked="" type="checkbox"/> 48. Alternate nutrition forms (2)	
<input checked="" type="checkbox"/> 14. 16 years and older/child staff ratio (b)		<input checked="" type="checkbox"/> 49. Menu posted and dated (5)	
<input checked="" type="checkbox"/> 15. Person in charge of class or group (b)		<input checked="" type="checkbox"/> 50. Menu substitution (5)	
<input checked="" type="checkbox"/> 16. Volunteers (c)		<input checked="" type="checkbox"/> 51. No propped bottles or mechanical devices (6)	
<input checked="" type="checkbox"/> 17. Substitutes (d)		<input checked="" type="checkbox"/> 52. Sufficient seating (7)	
TRAINING (10M-12.002(4))		V. FOOD PREPARATION (10M-12.007)	
<input checked="" type="checkbox"/> 18. Child abuse staff/volunteer statement (a)		<input checked="" type="checkbox"/> 53. Current Food Management Card (3)	
<input checked="" type="checkbox"/> 19. 20 hour training (b)(2 & 3)		VI. ADMISSIONS & RECORD KEEPING (10M-12.008)	
<input checked="" type="checkbox"/> 20. 8-hr. annual in-service training (d)(3)		<input checked="" type="checkbox"/> 54. Complete enrollment information (name, address and phone numbers)(2)(a thru e)	
RATIOS (10M-12.002(5))		<input checked="" type="checkbox"/> 55. Signed receipt for dept's brochure(2)(f)(1)	
<input checked="" type="checkbox"/> 21. Staff ratios observed	0 - 12 mo - 1:4 3 - 1:15 ✓ 1 - 1:6 4 - 1:20 ✓ 2 - 1:11 5 - 1:25 ✓	<input checked="" type="checkbox"/> 56. Signed statement for discipl. procds(2)(f)(2)	
<input checked="" type="checkbox"/> 22. Sufficient staff ratio (a)(1)		<input checked="" type="checkbox"/> 57. Personnel records maintained (3)	
<input checked="" type="checkbox"/> 23. Swimming ratio (a)(1)		<input checked="" type="checkbox"/> 58. Accident/incident reports complete (5)(a)	
<input checked="" type="checkbox"/> 24. Direct supervision (a)(2)		<input checked="" type="checkbox"/> 59. Monthly fire drill record completed (5)(b)	
<input checked="" type="checkbox"/> 25. Substitutes available (a)(4)		<input checked="" type="checkbox"/> 60. Daily activities schedule posted (5)(d)	
<input checked="" type="checkbox"/> 25. Children released to auth. individuals(2)(5)		VII. CARE FOR CHILDREN DURING NIGHT TIME HOURS (10M-12.009)	
III. PHYSICAL FACILITY (10M-12.003)		<input checked="" type="checkbox"/> 61. Adult awake all night (2)(b)	
<input checked="" type="checkbox"/> 27. Animals immunized (1)(c)		<input checked="" type="checkbox"/> 62. Night requirements (2) (a-f)	
<input checked="" type="checkbox"/> 28. Dangerous supplies stored (1)(d)		VIII. TRANSPORTATION (10M-12.010)	
<input checked="" type="checkbox"/> 29. Cleanliness (2)(c)		<input checked="" type="checkbox"/> 63. Buses/vans inspected by Highway Patrol (1)	
<input checked="" type="checkbox"/> 30. Adequate square footage per child (3)(a)		<input checked="" type="checkbox"/> 64. School bus driver certificate (1)	
<input checked="" type="checkbox"/> 31. Adequate outdoor square footage (4)(a)		<input checked="" type="checkbox"/> 65. Seat belts and child restraint requrmnts (2)	
<input checked="" type="checkbox"/> 32. Outdoor area safe (4) (b thru g)		IX. ACCESS (10M-12.012)	
<input checked="" type="checkbox"/> 33. Swimming Pools: Adult with Advanced Lifesaving Certificate (4)(i)		<input checked="" type="checkbox"/> 65. Reasonable access	
<input checked="" type="checkbox"/> 34. Additional staff on premises (4)(i)		X. CHILD DISCIPLINE (10M-12.013)	
NAPPING (10M-12.003(5))		<input checked="" type="checkbox"/> 67. Written disciplinary procedures (1)(a thru c)	
<input checked="" type="checkbox"/> 35. Individual bedding (a)		<input checked="" type="checkbox"/> 68. Constructive disciplinary practices (2)	
<input checked="" type="checkbox"/> 36. Bedding safe and sanitary (b) & (c)		INSPECTIONS: Date Approved	
<input checked="" type="checkbox"/> 37. 18 inches between nap space (d)		Fire: _____ Annual Vehicle: _____	

Comments: Center is compliance with observation exception

Signature: Dianna Birkman

Board of County Commissioners Polk County, Florida

License Number L25 March 31, 1996

Child Develop. Cntr. of Polk Co., Inc
695 E. Summerlin Street
Bartow, Florida

THIS IS TO CERTIFY THAT
LOCATED AT:

has complied with the rules and regulations promulgated by the Board of County Commissioners of Polk County, Florida and Florida Statutes 402.306 Laws of Florida and is authorized to operate a (Full-Time) Child Care Center for the care of 25 children. Ages: (18 mos. - 3 years)

Owner: Child Development Center of P.C.

Operator Paula J. Sullivan

This license shall expire:

March 31, 1997

This license may be revoked for cause.

Paula H. Dame
FOR THE DIRECTOR OF POLK COUNTY PUBLIC HEALTH UNIT

STATE OF FLORIDA

DEPARTMENT OF HEALTH & REHABILITATIVE SERVICES

CHILD CARE FACILITY

INSPECTION CHECKLIST

T Y P E	Initial Inspection	
	Routine Inspection	<input checked="" type="checkbox"/>
	Abbreviated Inspection	
	Other	

Authority:
Sections 402.301-319, Florida Statutes
Chapter 10M-12, Florida Administrative Code, Child Care

Name of Facility: Child Development Center Telephone Number: 523-0670 Hours: 7:30 AM / 3:30 PM License Number: 125
 Facility Address: 105 East Summerlin Street Bartow, FL 33830
 Name of Owner/Operator: Mrs. Sullivan Number of Staff Present: 3 Licensed Capacity: 25 Number of Children Present: 8

An item marked '✓' indicates COMPLIANCE. An item marked 'X' indicates NONCOMPLIANCE and requires corrective action by the specified due date. An item marked 'O' indicates that the standard was not monitored during this inspection. Failure to complete corrective action by the due date could result in enforcement action in accordance with Section 402.310, Florida Statutes.

- GENERAL REQUIREMENTS (10M-12.001) Due Date**
- Operator notification (2)(f).....
 - Change of ownership notification (2)(f).....
 - Licensed displayed (2)(k).....
 - Licensed capacity requirement (2)(k).....
 - Advertisement (3)(a).....
- PERSONNEL (10M-12.002)**
- BACKGROUND SCREENING (10M-12.002(1))**
- Household member/volunteer (b)(1,2).....
 - Operator FAHIS submitted (d)(2).....
 - Local criminal records submitted (d)(2).....
 - State criminal records submitted (d)(2).....
 - Federal criminal records submitted (d)(2).....
 - Affidavit of Good Moral Character (e).....
- MINIMUM AGE REQUIREMENT (10M-12.002(2))**
- Operator at least 21 years old (a).....
 - Person in charge of facility (a).....
 - 16 years and older/child staff ratio (b).....
 - Person in charge of class or group (b).....
 - Volunteers.....
 - Substitutes.....
- TRAINING (10M-12.002(4))**
- Child abuse staff/volunteer statement (a).....
 - 30 hour training (b)(2,3).....
 - 8 hour annual inservice (d)(3).....
- RATIOS (10M-12.002(5))**
- Sufficient staff ratio(a)(1).....
 - 0-12mos. - 1:4 4 years - 1:20
 - 1 year - 1:8 5 years - 1:25
 - 2 years - 1:11 swimming
 - 3 years - 1:18 field trip
- Direct Supervision (a)(2).....
 - Substitutes available (a)(4).....
 - Child released to auth. individuals(a)(5).....
- PHYSICAL FACILITIES (10M12.003)**
- Animals immunized (1)(c).....
 - Dangerous supplies stored (1)(d).....
 - Cleanliness (2)(c).....
 - Adequate indoor square footage (3)(a).....
 - Adequate outdoor square footage(4)(a).....
 - Outdoor area safe (4)(b-g).....
 - Lifeguard (4)(f).....
 - Additional staff on premises (4)(f).....
- BEDDING/NAPPING (10M-12.003(5)) Due Date**
- Individual bedding (a).....
 - Bedding safe and sanitary (b,c).....
 - 18 inches between nap spaces (d).....
 - Crib requirements (e,f,g).....
- TOILET & BATH FACILITIES (10M-12.003(6))**
- Adequate toilets/basins (b).....
 - Soap and towels provided (c).....
- FIRE SAFETY (10M-12.003(8))**
- Working phone on premises (b).....
 - Emergency phone numbers (c).....
- HEALTH & SANITATION (10M-12.003(9))**
- Proper handwashing (b)(1).....
 - Sanitary diaper changing area (b)(2).....
- EQUIPMENT & FURNISHINGS (10M-12.003(10))**
- Indoor/equipment safe and sanitary (a).....
 - Out door equipment free of hazards (b).....
- NUTRITION (10M-12.006)**
- Nutritionally adequate meals (1).....
 - Alternate nutrition forms (2).....
 - Menu posted and dated (5).....
 - Menu substitution (5).....
 - No propped bottles (6).....
 - Sufficient seating (7).....
- ADMISSIONS & RECORD KEEPING (10M-12.008)**
- Complete enrollment information (2)(a-e).....
 - Signed receipt for dept.'s brochure (2)(f)1.....
 - Signed statement for discipline (2)(f)2.....
 - Personnel records maintained (3).....
 - Accident/incident reports complete (5)(a).....
 - Monthly fire drill records (5)(b).....
 - Daily activities posted (5)(d).....
- NIGHT TIME CARE (10M-12.009)**
- Adult awake all night (2)(b).....
 - Night requirements (2)(a-f).....
- TRANSPORTATION (10M-12.010)**
- Buses/vans inspected (1).....
 - Seat belts and child restraints (2).....
- ACCESS (10M-12.012)**
- Reasonable access.....
- CHILD DISCIPLINE (10M-12.013)**
- Written disciplinary procedures (1)(a-c).....
 - Constructive disciplinary practices (2).....
 - OTHER.....

Comments: center is in compliance and is well maintained

Inspection Approvals: Medical _____
 Environmental _____ Fire _____

THE CHILD DEVELOPMENT CENTER CHARTER SCHOOL TENTATIVE BUDGET

<u>Revenues</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-2000</u>
*Dollars per weighted FTE student X 60	588,833	588,833	588,833
<u>Expenses</u>			
Salaries - Instructional	117,111	117,111	117,111
Salaries - Administrative	117,000	117,000	117,000
Benefits - Instructional	62,800	62,800	62,800
Benefits - Administrative	114,210	114,210	114,210
Sponsor Administration Fee	10,000	10,000	10,000
Insurance	19,000	19,000	19,000
Professional Fees	5,000	5,000	5,000
Supplies (Inst. Office)	10,000	10,000	10,000
Telephone	4,800	4,800	4,800
Postage/Shipping	3,000	3,000	3,000
Occupancy	19,000	19,000	19,000
Equip. Rental/Maint.	10,500	10,500	10,500
Printing/Publications	3,000	3,000	3,000
Travel	5,000	5,000	5,000
Therapies	7,000	7,000	7,000
Conferences/Meetings	3,500	3,500	3,500
Continuing Education	1,500	1,500	1,500
Organization Dues	500	500	500
Custodial	24,000	24,000	24,000
Field Trips	1,500	1,500	1,500
Parent Education/materials	1,586	1,586	1,586
Reserves	13,000	13,000	13,000
TOTAL EXPENSES	655,333	655,333	655,333

*Estimated - Based on 10 Pre-K Students

Other Categorical Funding

(3)

\$ _____

Instructional Technology

2,160,340,778,128.35 x 24

\$ 51,848,186.64

\$ _____

\$ _____

2. Food Service Allocation

(3)

\$ _____

3. Other Revenue to be raised from sources other than district.

\$ _____

\$ _____

TOTAL ESTIMATED REVENUE

\$ 207,450

Administration
Total

10,000
197,450

-) Enter district allocations and multiply by percentage from item 2.
-) Enter proceeds of millage levy and multiply by percentage from item 2.
-) Categorical allocations based on students or programs meeting criteria of categorical program. For example: Student Transportation must be consistent with Chapter 234, F.S.
-) Revenue will vary during the year based on school, district, and statewide data changes.
-) Revenues flow to school districts from the state and from county tax collectors' on various distribution schedules.

The Child Development Center of Polk County, Inc.

716 E. Bella Vista Street
Lakeland, FL 33805

January 31, 1997

Dr. Cathy Wooley Brown
Polk County School Board
P.O. Box 391
Bartow, FL 33830

Dear Cathy:

I have enclosed our charter school application to serve exceptional children, birth through developmental kindergarten in Polk County.

Since we need further clarification in regards to serving the birth - two exceptional children, we did not complete a budget for them. When these questions are discussed and answered at the February 6th work session, we will then submit a budget for them.

Sincerely,



Paula J. Sullivan
Executive Director

PJS:bd

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

METHODS OF RECRUITING AND SELECTING PERSONNEL

The Board of Directors of the Center will find and employ the best qualified persons for all positions by giving full consideration to all qualified persons.

The Executive Director shall be employed by the Board of Directors as the Chief Officer. The Board of Directors delegates to the Executive Director, authority and responsibility for the management of the affairs of the agency, in accordance with established written policy.

The Executive Director shall be responsible for the employment of all members of the professional and non-professional staff, with the approval of the Board of Directors.

As the Child Development Center is a fair and equal opportunity employer, the hiring, assignment, and promotion of employees is based on their qualifications and abilities, without regard to sex, color, creed, race, age, religion, irrelevant disabilities, marital status, ethnic or national origin.

When a position becomes vacant, the following procedures will be implemented: If applications are not on file, the position maybe listed with the Florida State Employment Service, Project Independence if appropriate, and at the same time, an ad may be placed in the local newspaper. Applicants may then be interviewed by the supervisor of that position and/or the Executive Director. When a teacher position becomes vacant, the above procedure is followed. (Should be a Florida certified teacher in an area of a professional discipline relevant to the Agency's program; however, if certified applicants are not available, other applicants may be appointed out of field and will have the same job assignments and benefits as certified instructors and classified as an invaluable community resource.)

Any employee who wishes to be considered for an advertised vacancy, shall notify the Executive Director in writing, indicating the position in which they are interested and their educational and experience qualifications.

Preference will be given to qualified applicants in the Center, but this does not preclude qualified persons from outside the Center being considered and recommended. If the position of Program Director is filled, the Executive Director will delegate to the Program Director the authority to conduct the interviews for vacant positions. When the final selections is made, the approved applicant shall receive written notice of employment and starting salary.

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

A written job description including a statement of minimum qualifications, duties and responsibilities for each staff position shall be made available at the time of employment by the Executive Director and will be reviewed by the Director and the new employee to ensure agreement regarding performance expectations.

The Child Development Center is an equal opportunity employer. We hire and promote employees on the basis of their qualifications without regard to race, religion, color, sex, age, national origin or a disability unrelated to the job.

Revised 02/16/96