

ACHIEVEMENT ACADEMY, INC.

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ACHIEVEMENT ACADEMY, INC.

WELCOME TO THE ACHIEVEMENT ACADEMY!

We're sure you have many questions about the Academy and its workings, its procedures, benefits, functions and your role here, so the personnel manual has been developed to answer your questions.

We hope you enjoy the challenge of working at the Achievement Academy and we welcome you as part of our organization.

It is the policy of the Achievement Academy to be an equal opportunity employer. The Academy hires individuals solely upon the basis of their qualification and ability to do the job, regardless of race, color, national origin, religion, sex, age, or handicapping condition. The Center subscribes to and endorses Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and American with Disabilities Act of 1990.

We want our employees to enjoy working here. That is one reason we strive to provide good benefits and working conditions. However, you should understand that employment at the Academy is not normally offered, contracted or promised for any specific length of time. Florida is an "at will" state; you have the right to leave the Academy at any time and the Academy has the right to terminate the employment relationship at any time.

The Executive Director and Program Director have full responsibility for hiring or terminating employees. The Executive Director is hired by the Board of Directors to oversee the daily activities of the Center.

The Policies described in this personnel manual and handbook are not conditions of employment and the language is not intended to create a contract between the Center and its employees. They are written and published for your information. Upon acceptance for employment by the Center, you will be furnished a copy of these policies together with a copy of your job description.

ACHIEVEMENT ACADEMY, INC.

PURPOSE AND PHILOSOPHY

The Achievement Academy, Inc., is a private non-profit, United Way agency for children with disabilities of Polk County, 0-6 years of age. Our agency offers three basic programs:

- 1) **FOCUSING ON PREVENTION** - a home and Center based program for premature and at-risk infants from birth through two years of age, providing evaluation, physical therapy, speech therapy, infant stimulation, and parent training. Referrals are received from physicians at the Lakeland Regional Medical Center Neonatal Unit, Regency Medical Center Neonatal Unit, Children's Medical Services, Polk County Health Dept., Healthy Start nurses, state neonatal units and local pediatricians, parents or anyone in the community. However, a physical therapy or speech therapy prescription is required for treatment. Services provided under this program include evaluations, one on one infant stimulation, parent training, individual therapies and outreach services to the various teen parent programs in our county.
- 2) **FOCUS** - a home and Center based program for infants/toddlers, ages birth to 3 years with developmental delays/disabilities who are eligible for Part C services under the Individuals with Disabilities Act (IDEA). Services provided under this program include evaluations, one on one infant stimulation, parent training, and individual therapies. Referrals can be made by anyone, but the child must go through the USF/Early Intervention program to be determined Part H (C) eligible. The CDC Early Interventionists will make the referral and help the family through this process.
- 3) **CHARTER SCHOOL** - Provides a public school educational program and environment designed for at-risk children who have developmental delays/disabilities, ages birth-6 years in Polk County. All of the Charter School children are staffed into the exceptional student education process of the Polk County School System. The educational program goal of the Charter School is to provide early intervention/early learning opportunities for these students through home based or center-based instruction. The Charter School emphasizes a strong parent component and provides small classroom size, individual therapies and weekly developmental playgroups. The Charter School has classrooms in the Lakeland, Bartow and Winter Haven centers and can serve up to a total of 109 students. The Charter School was approved as a Southern Association of Colleges and Schools (SACS) accredited school in December 2002.

MISSION STATEMENT:

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

*Support
Therapy and Education
Resources
Advocacy*

**PHILOSOPHY OF
ACHIEVEMENT ACADEMY, INC.**

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 Academy families, both past and present... through the development of a lasting relationship based on a successful partnership with families from the beginning.

ACHIEVEMENT ACADEMY, INC.
ACHIEVEMENT ACADEMY, INC.

HISTORY OF THE ACHIEVEMENT ACADEMY, INC.

There was a long recognized need to provide treatment and training for cerebral palsied children and adults living in Polk County, as the closest facility of this kind was in St. Petersburg. So as a result of several parents viewing a Cerebral Palsy Telethon, they contacted other parents, public school representatives, public officials, local physicians and the state office of United Cerebral Palsy. This parents group eventually led to the incorporation of United Cerebral Palsy of Polk County. An eleven member Board of Directors was formed to oversee the operation and on Monday, April 16, 1956, the treatment and evaluation center opened. The staff consisted of a physical therapist, part-time speech therapist and part-time secretary. Shortly thereafter, an aide was added to the staff.

Many hours of volunteer work were required to keep the Center operating. The Junior League provided a full-time volunteer; physicians and nurses donated their services; assistance was received from the county school board and the Division of Vocational Rehabilitation.

In May, 1967, the current Lakeland main building, swimming pool and playground area were completed. With more room available, the classroom training program was expanded from three half-days to five full days; from one teacher to four and from twelve students to forty. An occupational therapist, speech pathologist, social worker and four classroom aides were added.

With the opening of the district office of the State of Florida's Children's Medical Services (FCCC-BCC) in Lakeland, orthopedic clinics were then held at the cerebral palsy center for children not under the care of Children's Medical Center. In 1974, the county schools began to provide classes for the school age child with disabilities. The four classes at the cerebral palsy center became a preschool training program for children from two to five years of age. The Parent-Infant program began in 1972 and in 1973 became a part of the National Infant Collaborative Program.

A satellite preschool class was started in Babson Park in 1971 to serve the areas of Lake Wales, Frostproof and Babson Park. In January 1973, a similar class was started in Haines City.

In May, 1972, the Board of Directors projected the need for expansion for future needs. This included enlarging the playground and constructing a new building. After much planning, the current poolside addition and playground expansion was completed in the summer of 1975.

On August 4, 1975, the descriptive words, CHILD DEVELOPMENT CENTER, were added to UCP of Polk County to better describe the philosophy and programs offered by the Center.

ACHIEVEMENT ACADEMY, INC.

In August, 1977, the Child Development Center received a five year grant called CHIPTAR for the Haines City area. CHIPTAR stands for Child Find and Home-based Intervention, including Parent Training for clients, Ages 0-5 years in Rural Northeast Polk County. The goals of this project were to provide:

- 1) Child find services
- 2) A transdisciplinary team assessment and Individual Program Plan
- 3) A preschool laboratory
- 4) Parent training
- 5) Social work services
- 6) A home services programmer
- 7) A certified educator and assistant
- 8) Early, home-based intervention

The Wahneta program, established in 1980, was a joint effort of the United Child Care Ministries and the Child Development Center. It was a new and innovative approach designed to mainstream developmentally delayed children from 18 months to five years of age in a regular preschool program. In September, 1983, this program ended and the Winter Haven satellite program was established in donated space at the Winter Haven Southside Baptist Church. Unfortunately, this center was closed in June, 1985, due to lack of community financial support.

In September, 1984, a satellite classroom of eight children was started in Bartow in donated space at the St. Thomas Catholic Church. In November, 1987, another classroom of six children was added making a total of fourteen children served by the Bartow satellite program. It continued there until January, 1991, when the Center moved to the Associate Reformed Presbyterian Church on Stanford Street. In February of 1992, the Bartow Center was temporarily moved to Lakeland while a permanent facility was found in Bartow. In May, 1993, the Bartow Center opened in its own facility at 695 E. Summerlin Street in Bartow through the generosity of Mrs. W.F. Peacock, Sr. and many other dedicated Bartow supporters. Mrs. Peacock donated her deceased husband's medical building of 5,000 square feet to use for the Child Development Center's services in Bartow. The Child Development Center's Board of Directors voted to undertake the renovation project which turned the building into space for three classrooms, kitchen, laundry, therapy and office space, conference room, observation testing room and lobby area. The concerned citizens helped raise part of the money for the renovation and the remaining cost was financed by the Community National Bank of Bartow.

In May, 1989, the Center saw the realization of a dream which had existed in our hearts for a number of years, the addition of classroom and therapy space to the Lakeland facility. By combining the efforts of community volunteers, the Polk County Home Builders Association and many financial donations, the Center was able to build this addition which houses a therapy wing for the FOCUS program, an additional classroom, a playgroup classroom and a whirlpool area for physical therapy. At this same time the poolside addition was renovated to improve the staff area and provide a parents' resource room.

The Child Development Center has steadily progressed over the years in meeting the needs of children with delays/disabilities in Polk County. In June 1987, its name officially became the Child Development Center of Polk County. This name change reflected not only our disaffiliation from United Cerebral Palsy Association, Inc., but our expansion of services to all types of handicapping conditions of the 0-5 years of age population in Polk County.

ACHIEVEMENT ACADEMY, INC.

In February, 1993, all of the three year old children being served by the Child Development Center went into the public school system due to the change in the Public Law 99-457 (Part B). Then in June, 1993, all of the remaining five year olds graduated into public school so that the Child Development Center now served 0-3 in the FOCUS and Preschool Programs.

From October 1988 to June 1993, the Child Development Center contracted with the public school system for one classroom of preschool children with disabilities, ages 3-5 years.

In March, 1993, the Child Development Center signed a contract with USF-Developmental Evaluation and Intervention Program to house the monthly developmental clinics at CDC for Polk, Highlands & Hardee residents and to provide early intervention services for some of these Polk County babies. This contract was for nine months/year.

Effective July 1, 1993, the Child Development Center again changed its programming to better serve children with disabilities and their family and to follow the new federal legislation concerning these children, PL 99-457 Part H.

The changes were to provide services to 50 infants 0-2 years of age in the Focus program with early intervention services as prescribed by the child's Family Support Plan. Three playgroups provided developmentally appropriate activities for 15-20 children in once a week activities with their parents. The Lakeland preschool had three classrooms serving 23 children five days a week, including respite services. The Bartow preschool provided preschool services for ten children. All of these programs were funded through a contract with HRS/Children's Medical Services, United Way, USF/Early Intervention Program, Medicaid, private insurance and local funding.

In May, 1994, Parent to Parent of Polk County became a program of the Center and provides monthly informational meetings for parents of children of all ages. Yearly seminars and informational fairs were held to inform parents of the services that were available to them.

As of August, 1996, the preschool returned to being a six hour developmental day program providing developmentally appropriate preschool to children in the Lakeland and Bartow centers. The FOCUS infant program added a three hour - once a week developmental playgroup to better serve their children.

On March 8, 1997 CDC's charter school application was approved. The CDC charter school provides public school education for up to 109 children ages birth-six years with delays/disabilities. These are all staffed as ESE (Exceptional Student Education) students by the Polk County School System and are served in one on one early intervention sessions, small weekly developmental playgroups or small five day a week classrooms at our Lakeland, Bartow and Winter Haven facilities. The Winter Haven site opened in October, 1999, and a second classroom was opened there in January, 2000.

The Child Development Center Charter School became accredited by the Southern Association of Colleges and Schools (SACS) in December, 2002. This was as a result of a two year process involving staff, parents of current and former students and Board members.

In April, 2004, the Child Development Center changed it's name to Achievement Academy, Inc., to better reflect the goals of our program.

ACHIEVEMENT ACADEMY, INC.

2004-2005 School year Calendar

1st Day for Staff - July 21st, 2004

1st Day for students - July 26th, 2004

Labor Day Holiday - September 6th, 2004

Fall Break - September 20-24, 2004 - return to school Monday, September 27, 2004

FTE WEEK October 11 - 15th, 2004

Holiday - October 15, 2004

Thanksgiving Holidays - November 22nd-26th, 2004 - Return to school November 29, 2004

December 1, 2004-- IDEA COUNT DAY

Winter Break-Dec.20th January 7th, 2005 - return to school Monday, January 10th, 2005.

Martin Luther King Holiday - January 17th, 2005

FTE WEEK - February 7-11, 2005

President's Day Holiday - February 21st, 2005

Spring Break - March 21st thru April 8th, 2005 - return to school Monday, April 11th, 2005

Memorial Day Holiday - May 30, 2005

Last day of school for students - Friday, June 3rd, 2005

Last day of school for staff - Tuesday, June 7th, 2005

ACHIEVEMENT ACADEMY, INC.

METHODS OF RECRUITING AND SELECTING PERSONNEL

The Board of Directors of the Academy 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 and Program Director shall be responsible for the employment of all members of the professional and non-professional staff.

As the Academy 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 will be listed within the Academy and an ad may be placed in the local newspapers or national professional magazines. Applicants may then be interviewed by the Executive Director and/or Program Director

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

Preference will be given to qualified applicants at the Academy, but this does not preclude qualified persons from outside the Academy 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.

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

ORIENTATION

A new employee is to receive orientation concerning the policies, procedures, rules and regulations of the Academy within thirty (30) days of employment. Items to be read and discussed are:

- 1) Personnel manual
- 2) Bill of Rights for the Mentally Handicapped
- 3) Summary of Public Law 94-142
- 4) Title VI of the Civil Rights Act of 1964
- 5) Title IX of the Education Amendments of 1972
- 6) Chapter 73-176
- 7) Child Abuse and Neglect in Florida
- 8) Section 504 of the Rehabilitation Act of 1973
- 9) Use and location of fire extinguishers
 - 10) Fire drills and proper procedures to evacuate the building
 - 11) Emergency, accident, seizure and unusual incident procedures
 - 12) Personal hygiene and proper sanitation practices
 - 13) Disciplinary policies of the Child Development Center of Polk County, Inc.

Employment at the Academy is similar to working in any public school situation in which there is exposure to a variety of communicable diseases. These include but are not limited to: Hepatitis A, B, & C viruses, herpes simplex, chicken pox, mononucleosis, colds, flu, viruses, HIV and Cytomegalovirus (CMV). CMV may be harmful to the fetus during the first trimester of pregnancy.

Updated 6/15/04

ACHIEVEMENT ACADEMY, INC.

DEPARTMENT OF EDUCATION REGULATIONS FOR EMPLOYMENT
AT THE CHILD DEVELOPMENT CENTER

All personnel who work directly with the children must have screening and background checks to be employed at the Academy.

Screening and background checks shall include:

- 1) One time employment history checks for the last 2 years, if applicable.
- 2) Two character references.
- 3) One federal criminal records check in accordance with Section 402.3055 F.S., which includes submission of fingerprints submitted through the Polk County School Board.
- 4) Affidavit of good moral character.
- 5) Signed statement on file that they have read the pamphlet "Child Abuse and Neglect in Florida, A Guide for Professionals."
- 6) Signed disciplinary policy.

Personnel unemployed for more than 90 days must be rescreened. Specific dates for leave of absence must be completed by the Executive Director and/or Program Director and included in the personnel record of the employee.

All employees except clerical shall complete 20 hours of in-service training annually in any of the following areas:

- a. first aid
- b. CPR
- c. nutrition
- d. child development
- e. child transportation and safety
- f. behavior management
- g. working with parents
- h. design and use of child oriented space
- i. program curriculum and activities for children
- j. community health and social service resources
- k. child abuse
- l. principal or peer teacher training program
- m. other appropriate course areas relating to children's development or parent training.

(Volunteers are exempt from training requirements.)

All personnel working directly with children must have completed the bloodborne pathogen and medication training, first aid/CPR.

All Therapists must complete CEU training each year to keep their license current.

Updated 6/15/04

ACHIEVEMENT ACADEMY, INC.

HEALTH REQUIREMENTS FOR PERSONNEL

The Academy no longer requires a TB test for employment, since the Health Department and Polk County School Board has deemed this unnecessary at this time. A physical examination by a licensed physician shall be required for all professional and classroom personnel. The examination shall include a physician's statement that employee is in good physical condition and able to work with children. A physical is then required every two (2) years. Office personnel are exempt from having a physical every two years.

Health records for all personnel shall be kept on file by the Nurse.

The Achievement Academy is a drug free workplace and the following statements and policies are effective as of December 8, 1992. See next seven pages for this information.

Updated 6/15/04

ACHIEVEMENT ACADEMY, INC.

DRUG FREE WORKPLACE POLICY STATEMENT

The Achievement Academy strives to provide a safe work environment and encourages personal health. The Academy considers the use of alcohol or drugs on the job to be an unsafe and counterproductive work practice. Furthermore, substance abuse is seen as a serious threat to our staff and customers.

The Academy has adopted and implemented the Florida Workers' Compensation "Drug Testing Rule 38F-9" and has established the following policy with regard to the use, possession, or sale of illegal drugs or the abuse of alcohol.

It is the Academy's policy that any employee found with the presence of illegal drugs in his/her system, in possession of, using, selling, manufacturing, trading, or offering for sale illegal drugs during working hours, will be subject to disciplinary action up to and including discharge.

Substance abuse includes possession, use, purchase or sale of drugs or alcohol on Academy premises (including parking lots). It also includes reporting to work under the influence of drugs or alcohol.

An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work. If possible, the supervisor will first seek another supervisor's opinion of the employee's status. The supervisor will then consult privately with the employee with the observation, to rule out any problems that may have been caused by prescription drugs. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if possible. An impaired employee will not be allowed to drive.

Drugs prescribed by the employee's physician may be taken during work hours. The employee must notify the supervisor if the use of properly prescribed medication will effect the employee's work performance. Abuse of prescription drugs will not be tolerated.

The Academy's supervisors will counsel an employee whenever they see changes in performances that suggest an employee has a problem. The supervisor will suggest that the employee seek help with the problem through the United Way Referral and Information Services telephone line or the United Way Guide to Human Services posted on the employee bulletin board.

I. STATEMENT OF POLICY

The Achievement Academy acknowledges the problem of substance abuse in our society. Furthermore, we see substance abuse as a serious threat to our staff and customers. We are addressing this problem by introducing a new substance abuse policy to ensure the Academy will have a drug free workplace. This policy has been established in accordance with Florida Law; specifically Florida Statute 440.101 Drug Free Workplaces; Florida Statute 440.102 Drug Free Program requirements, and Chapters 38F-9.001 through 38F-9.014 of the Workers' Compensation of the Department of Labor and Employment Security.

DRUG FREE WORKPLACE POLICY STATEMENT-continued

Drug and/or alcohol addiction is a complex, yet treatable disease. For this reason, our substance abuse program is targeted at alleviating the problem at the community level by involving both our employees and their families. Our commitment to eradicating substance abuse in the community reflects our firm belief that by building this community, we build the Achievement Academy.

While the Academy understands employees and applicants under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug free environment. Our intention is to prevent and treat substance abuse. We would like to encourage those who abuse drugs to seek help in overcoming their problem.

With these basic objectives in mind, the Academy has established the following policy with regard to use, possession or sale of drugs.

II. DEFINITIONS

A.) "Legal Drug"- includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

B.) "Illegal Drug"- any drug: (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained; or © which is being used in a manner or for a purpose other than as prescribed.

III. POLICY AND WORK RULE

The Academy's policy is to employ a work force free from the use of illegal drugs either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense. It is a Standard of Conduct of Employees of the Academy that employees shall not use illegal drugs. In order to maintain this Standard, the Academy shall establish and maintain the programs and rules set forth here.

A. General Procedures

An employee reporting for work visibly impaired and/or unable to properly perform required duties will not be allowed to work. If possible, the supervisor will first seek another supervisor's opinion of the employees status. Then the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if possible or necessary. An impaired employee should not be allowed to drive.

DRUG FREE WORKPLACE POLICY STATEMENT-continued

III. POLICY AND WORK RULE– continued

B. Criminal Drug Statute Conviction

An employee must notify the Academy of any criminal drug statute conviction for a violation occurring in the workplace(s) no later than five days after such conviction. The Academy will notify the DCF within 10 days after receiving notice from the employee or otherwise receiving an actual notice of such conviction. Within 30 days the Academy will have investigated the circumstances of the case and will have taken the appropriate action with the employee and reported such action to the DCF.

C. Job Applicant Drug Abuse Screening

The Academy will conduct job applicant screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicates a potential for impaired or unsafe job performance. The Academy will also post notice of new-hire drug testing on all job vacancy advertisements.

D. Active Employee Drug Abuse Screening

The Academy will maintain drug screening practices to identify employees who use illegal drugs either on or off the job. It shall be a condition of continued employment for all employees to submit to a drug screen.

1. When there is reasonable suspicion to believe that an employee is using or has used illegal drugs.
2. When there is any mishap or accident involving the employee in which injury to persons or damage to property has occurred.
3. Upon return from extended absences.
4. Upon a routine medical examination that is part of an employers established policy.

E. Job Applicant /Active Employee Testing Information

1.) The Academy is a Drug Free Workplace for the benefit of all employees, customers, clients and the business as an entity. Florida law provides for a denial of worker' compensation benefits for employees who are injured while working and subsequently test positive. (Rule 38F.9001 [a] and (W.C. Act 440.102 5). The Academy will not tolerate or subsidizes the use of illegal drugs.

2.) The following drugs or drug groups may be tested for under Academy policy:

Alcohol	Methanqualone
Marijuana/Cannabinoids	Barbiturates
Cocaine	Benzodiazepines
Amphetamines	Methadone
Opiates	Propoxyphene
Phencyclidine(PCP)	

DRUG FREE WORKPLACE POLICY STATEMENT-continued

III. POLICY AND WORK RULE- continued

3.) A list of “Drugs Which Could Alter or Affect the Outcome of a Drug Test” and “Drug Use Information” report forms are provided to the job applicant and active employee to assist them when reporting the use of prescription and non-prescription medications. The “Drug Use Information” form will be given to the job applicant or active employee for his/her signature both before and after drug testing takes place. The “Drug Use Information” form is confidential and is only to be filled out at the laboratory collection site

4.) Job Applicants or employees have the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication.

5.) A job applicant or employee who receives a positive confirmed drug test result may contest or explain the result to the employer within five (5) days after written notification of the positive test results. If an employee or job applicant’s explanation or challenge is unsatisfactory to the employer, the person may contest the drug test result as provided by section 38F-9.009.

6.) A job applicant or employee has the responsibility of notifying the drug testing laboratory of any administrative or civil action brought pursuant to Chapter 440, Florida Statutes. The lab will maintain the sample until the case or administrative appeal is settled.

7.) An active employee refusing to submit to a drug test will be denied worker’s compensation medical and indemnity benefits.

8.) All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Academy as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulation, the Academy will not release such information without a written consent form signed voluntarily by the person tested.

F. Employee Referral and Education Services

1. Employee Referral Services: The United Way of Central Florida Information and Referral Department (863-648-1515) maintains a current community and area resource file and will assist the employees of the Academy find help for their individual and family problems. This is a completely confidential service and is not confined solely to drug/alcohol prevention and treatment services.

2. Employee Education: Drug Prevention Resource Center, Inc. (863-648-8582) will provide the employees of the Academy with their initial and yearly drug and alcohol education. The education course will help the employees identify personal and emotional problems which may result in the misuse of alcohol and/or drugs and the legal, social, physical, and emotional consequences of the misuse of alcohol and/or drugs.

DRUG FREE WORKPLACE POLICY STATEMENT-continued

III. POLICY AND WORK RULE- continued

G. Grounds for Termination or Discipline

An employee bringing onto the Academy's premises or property, having possession of, being under the influence of, possessing in the employee's body, blood, or urine in an amount equal to or greater than the minimum levels established by the Department of Children and Families, or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug as defined above while on Academy business or at any time during the hours between the beginning and the ending of the employees working day, whether on duty or not, and whether on Academy business property or not, is guilty of misconduct and is subject to discipline including discharge or suspension without pay from employment, even for the first offense. Failure to submit to required medical or physical examinations or tests is misconduct and is grounds for discharge or suspension without pay from employment and loss of all worker's compensation benefits.

HOURS OF WORK

Hours of operation of the Academy are 8:30 a.m. to 3:30 p.m., Monday through Friday, one hundred eighty (185) days of the year. Employees have thirty (30) minutes for lunch, but may not leave the building due to the staffing patterns and fire safety reasons. Every employee is entitled to a fifteen (15) minute morning break each day. Your supervisor will advise you as to when you may take these breaks.

Should there be a change in the day's work schedule due to holidays or closing for bad weather, you will be informed verbally or through e-mail.

ATTENDANCE AND LATENESS

We expect each of our employees to report to work on time and to continue to work until the end of the workday.

If you must be late for work, please call and clear this with your supervisor. We realize, of course, that lateness sometimes cannot be avoided. Should you arrive late, please report directly to your supervisor to explain the reason for your lateness.

An unsatisfactory attendance report, frequent tardiness and long breaks may be cause for probation. Should this continue while on probation, your poor attendance record could be reason for dismissal.

REPORTING OF ABSENCES

If you know you will be absent in advance, please inform the program director. If this isn't possible, please telephone the program director as early as possible on the first day of your absence. After that, call the Program Director and your supervisor daily until you are able to report for work again.

If you are absent from your job and we do not hear anything from you for three (3) working days, we will assume you have left your job and you will be terminated immediately.

Revised 4/07/03

ACHIEVEMENT ACADEMY, INC.

STATUS OF EMPLOYMENT

There are two categories of employment at the Academy:

Full-time employee: an employee in a probationary or permanent position that works thirty (30) hours per week or more. This employee is eligible for all regular employee benefits.

Part-time employee: an employee in a probationary or permanent position that works less than thirty (30) hours a week. This employee is covered by workman's compensation, social security, unemployment compensation, but not health insurance, as defined by State of Florida regulations. A part-time employee shall have their state, national, and professional dues paid by the Center. They are also eligible for continuing educational assistance and to have conference fees and expenses paid for the purpose of inservice training requirements.

The Achievement Academy, Inc., is a private employer and as such does not allow unions. (see charter law)

The Academy contracts with Gevity, a professional employment organization to complete our payroll and human resources services.

Human Resource services include the following:

Workers comp coverage and administration

Health insurance coverage and administration

Vision, dental, disability & life insurance coverage and administration

Revised 6/15/04

ACHIEVEMENT ACADEMY, INC..

EMPLOYEE BENEFITS

- 1) All employees are under Social Security with the Academy. (1/2 paid by employee, 1/2 by employer)
- 2) The Academy provides Workmen's Compensation coverage for all employees thru Gevity.
- 3) The Academy provides Unemployment Insurance Coverage for all employees thru Gevity.
- 4) Health Insurance - provided thru Gevity (Coverage begins the first of the month following the date of hire for employees working thirty (30) hours per week or more.)
- 5) Life Insurance - Each full time employee with health insurance coverage through the Academy, has life insurance equal to one year's salary up to \$50,000. Additional life insurance is available thru EPIX. Optional dental insurance is available through Gevity. If employee chooses dental coverage, premium is deducted from payroll each month.
- 6) Short and long term disability insurance is available thru Gevity.
- 7) Sick leave, vacation, holidays. (See descriptions under these items of personnel manual on page 18.)
- 8) All professional employees will have their state licensure, professional dues and professional liability paid by the Academy.
- 9) All professional employees will have State and National professional dues (such as teachers', social workers' and therapists' affiliations) paid by the Academy.
- 10) Effective September, 1997, the Board of Directors instituted a change in the retirement plan for CDC employees. As of January 1, 2004, through this SIMPLE IRA plan, employees may contribute up to \$9,000 of his/her salary to the plan annually through payroll deduction. Permanent employees age 50 years and older may contribute up to \$10,500 of his/her salary to the plan annually. CDC will match up to 3% of employee's salary, not to exceed the amount of employee's contribution. Employees will be eligible for this plan after they have satisfactorily completed their six month probationary period and earned at least \$5,000 in the year that they change from probationary to permanent employees. The Simple IRA's are administered through Smith Barney, Lakeland.
- 11) All employees will be eligible to receive continuing education credits, when applicable.

Education Assistance: The Academy will pay 50% of tuition for approved educational courses passed with a "C" average, which are job related.

Approval must be received from the Executive Director prior to taking the course if reimbursement is expected. Proof of attendance, cost of course and a passing grade must be provided before reimbursement is made. A syllabus of the course should be attached to the tuition reimbursement form for the initial approval for the course.

ACHIEVEMENT ACADEMY, INC.

WORKMAN'S COMPENSATION

Each employee is covered under workman's compensation.

Workman's compensation pays your medical bills and other expenses and replaces part of your salary if you are injured while working.

You should expect if you are disabled and unable to work for more than (7) days, to be compensated for loss of earnings at the rate of 66-2/3% of your salary, limited to the maximum as set by law.

If you are injured on the job, you should:

- 1) Notify your employer at once. You must report injury within 24 hours as the Academy may be fined \$500 for your failure to do so. You cannot receive medical treatment or benefits unless your employer knows you are injured.
- 2) The Administrative Services Manager will report your claim and get approval for the Workman's Compensation doctor by whom you must be seen.
- 3) If you have any undue delays or problems with your claim, inform the Administrative Services Manager who will then give you the claim number and person to call at EPIX.

Updated 8/1/03

ACHIEVEMENT ACADEMY, INC.

SICK LEAVE AND PERSONAL LEAVE

A salaried employee earns one day sick leave per month equal to the number of hours they work per day for a total of twelve days per year. Part-time employees receive sick leave prorated according to number of hours worked.

One day per quarter may be considered personal time and may be used by the employee to attend to personal business. These personal days must be requested on the form provided at least twenty-four (24) hours in advance and must be compatible with continued operation of the Academy. Emergency requests will be considered by the Executive Director or Program Director. Employees who use over the allowed sick leave and personal leave will be subject to an employment review by the Program Director/Executive Director.

Personal hours will be accrued on the basis of one day per quarter beginning July 1st of each year. Personal leave not used will revert to sick leave at the end of June. Personal leave may not be accrued annually. New employees must complete a quarter before being eligible for personal leave.

Sick leave is provided for employees to insure they will receive an income during a period of sickness. A doctor's note may be required for any request to use sick leave. There will be unlimited accrual of sick leave. Upon leaving the agency, employees **will not** be compensated for the unused sick leave. Sick leave may be used for illness or doctor's appointments for the employee or a member of their immediate family (husband, child, father, mother, brother, sister or other close relative or member of their own household).

Employees are encouraged to schedule doctor's appointments after 3 p.m. Employees will be paid for a full day for appointments scheduled after 3 p.m. Sick leave will be used for doctor's appointments that are not scheduled after 3 p.m.

An employee will be paid for leave covered by personal or sick time only. No sick leave or vacation time is accrued after employee is no longer actively reporting to work.

An employee on disability leave may elect to pay their health insurance after personal leave and sick leave have been used until they return to active duty.

FUNERAL AND PERSONAL EMERGENCY LEAVE

The Academy will give any employee up to three (3) days off with pay, in the case of a death and funeral of a close relative (normally defined as parent, child, spouse, brother, sister, grandparent or other relative with whom the employee has lived or in-law of aforementioned relatives) or in an overriding personal emergency involving an employee or a member of the immediate family.

If you cannot let your supervisor know in advance that you need such a leave, please contact him/her at the earliest possible opportunity.

Updated 4/29/98

PAID HOLIDAYS

See current school year calendar in Section II of this Personnel Manual for the Academy's holidays.

Effective January 1, 1990, each employee will receive a day off with pay for his/her birthday. This time should be taken on the employee's actual birthday if at all possible. However, if the birthday falls on a weekend or holiday, the employee may take it within the two weeks following their birthday. If it falls during the summer break, an employee may take it during the first month after the school year begins. Birthday leave cannot be taken before the employee's actual birthday.

VACATION AND HOLIDAY PAY FOR EMPLOYEES

Effective October 18, 1994, new employees will be paid for all Academy holidays regardless of how long they have been employed.

Employees working part-time will receive holiday pay for those hours which fall on their regularly scheduled work day/days. Part-time employees must designate their specified days of work.

For example: A part-time employee is scheduled to work Monday, Wednesday, and Friday. The holiday falls on Thursday. The part-time employee would not be paid for that Thursday. If the holiday falls on Friday, the part-time employee would be paid holiday pay for Friday.

Updated 4/29/98

DISABILITY LEAVE

Disability leave will be granted without pay after all sick leave and personal leave has been used. Disability leave will be granted in the following manner: A written request should be made to the Executive Director/ Program Director accompanied by a Doctor's statement that the employee is unable to continue work. The request should indicate the amount of time being requested. The Executive Director/Program Director will approve the request. The leave may be terminated by the Executive Director. The granting of leave will be at the discretion of the Executive Director/Program Director and shall be designed to protect the operation of the Center against undue interruption because of absence of personnel. Leave will not be granted to probationary status employees. Should the Executive Director deem it necessary to terminate disability leave, the employee will be contacted and given two weeks notification of the termination.

Any employee granted a leave of absence shall have the option to remain on active participation in all insurance programs for the duration of the leave, provided that the premiums for the insurance programs shall be paid by the employee on a monthly basis at the first of each month. If an employee wishes to discontinue insurance coverage for the time they are on leave, they may do so and the insurance will be re-instated effective the date they return to work thirty (30) hours a week or more, provided the period of leave has been no more than one (1) year.

MATERNITY LEAVE

Every pregnant employee must report to the Executive Director within ninety (90) days of the beginning of the pregnancy, and must submit a written statement from the attending physician, indicating the anticipated normal date of delivery, and stating whether the employee can, in his/her opinion, continue her employment. Each employee is responsible for her own physical well-being and should be allowed to remain on her job until her physician indicates she should cease active employment. When she goes on leave, she will continue on payroll until all of her accumulated sick and personal leave time have been used. The Academy will continue to pay health insurance premiums for the employee until their sick/personal leave is used and they are no longer on the payroll. Dependent coverage premiums must be paid by the employee.

No sick or vacation time is accrued after employee is no longer actively reporting to work.

Updated 04/29/98

EDUCATIONAL LEAVE

If an employee desires to pursue their education and has a definite intention to return to employment with the Agency, he/she may be granted a leave of absence without salary by the Executive Director up to a period of one calendar year under the following conditions:

- 1) The employee must notify the Executive Director in writing through his/her immediate supervisor requesting an educational leave of absence three (3) months prior to the date the leave will take effect. If approved, there will be a written agreement between the Executive Director and the employee which will indicate when the employee will return to work.
- 2) The employee must provide the Executive Director with thirty (30) days advance notice prior to his/her return to employment. Failure to notify the Agency will represent an automatic resignation from the Agency.

ACHIEVEMENT ACADEMY, INC.

JURY DUTY

Any employee who is called for jury duty, subpoenaed as a witness in a case not involving personal litigation, subpoenaed by a court as a result of job related incidents or as a witness on behalf of the Academy, shall be given leave and paid their full salary. The employee must return to work if dismissed from further duty by 11:00 a.m. Employees will need to use personal leave when subpoenaed for testimony that is not work related.

VOTING TIME

You may take time off with pay to vote in local, state or federal elections only if you would be unable to otherwise reach the polls before they close. Please advise your supervisor in advance that it is necessary for you to take this time off. We ask that you do not miss more than one hour in order to vote.

VIDEO TAPING

During your employment at the Academy, the opportunity may exist for you to be involved in our video tape productions. This would be strictly on a volunteer basis. You would not receive any additional remuneration for participating in the video and any videos produced would become the total property of the Academy with all rights assigned to the Academy.

If you decide to participate in these videos, you will be required to sign a separate defined video release.

Your participation would be greatly appreciated and your name will appear in the credits on the film.

PROBATIONARY PERIOD

There will be a six (6) month probationary period, starting on the first day of employment. During the first six (6) months, the employee will be informed by the Executive Director, program director and/or the immediate supervisor of his/her progress, or lack of progress. The probationary period may be extended beyond the six (6) months if necessary. However, if the employee does not make satisfactory improvement, he/she may be terminated at any time during the probationary period at the discretion of the Executive Director and/or Program Director. That decision is not appealable to the Personnel Committee of the Board. The decision of the Executive Director and/or Program Director is final during the probationary period.

TRIAL EMPLOYMENT

A potential employee may be asked to try out at the Academy for not more than two (2) weeks before being employed. The final decision not to hire lies with the Executive Director and/or Program Director and is not appealable to the Personnel Committee of the Board.

SUBSTITUTES

Substitutes will be called upon to fill in during the absence of a permanent employee. There are no rights or benefits associated with this position.

ACHIEVEMENT ACADEMY, INC.

STAFF EVALUATIONS

All employees will be formally evaluated once a year by the Program Director/Executive Director. The immediate supervisor will be asked for input on the evaluation. The employee will be asked to sign the evaluation and check whether he/she is in agreement with it. If an employee believes an evaluation is unfair, they may so indicate on the evaluation form which will then be sent to the Personnel Committee. The Personnel Committee will review the evaluation and may contact the supervisor and employee to discuss the evaluation further. The Committee will then make the decision on whether or not the evaluation is correct. If the employee still does not agree with the evaluation, he/she may follow the Academy's grievance procedures to appeal the decision.

In the event an employee is assessed, by the evaluation form, as not meeting the requirements of the job description, he/she may be re-evaluated at anytime during the school year. During the re-evaluation process, the employee will be given a written corrective plan of action and a time frame in which the improvement is to be accomplished. (See conditional status for permanent employees for details of this process.)

PROMOTION AND SALARY INCREASES

Promotion is defined as a change in job designation to a coordinative, administrative or supervisory position.

A promotional transfer is defined as a transfer involving a change in job designation and responsibilities and an increase in salary.

Preference for promotion will be given to qualified employees at the Academy, but this does not preclude qualified persons from outside the Academy being considered, recommended and hired for the vacant position.

SENIORITY

Your seniority is the length of continuous employment since the first day you started work at the Academy. Seniority is a primary factor in deciding on promotions from within the Academy.

Seniority will be terminated when an employee quits or is fired for cause. The length of a company-approved leave of absence is deducted from your seniority.

RELATIVES

Relatives may be hired to work at the Academy, but preferably not in the same work area. An exception to this rule is made when all parties are in agreement and no problems are anticipated. If problems should arise, the most recent hired person will be transferred to another work station.

POLITICAL ACTIVITY

All employees shall have freedom of political action to work for the party and candidates of their choice during off-duty hours, provided such action is within the laws of the United States of America and the state of Florida.

Political domination or coercion shall not be used to exact money or other things of value or required participation in political activity against the wishes of employees under the threat that failure to do so shall affect their employment status at the Academy. No political activity is allowed during work hours or on Academy property.

LAYOFFS AND RECALLS

Should a layoff be necessary, employees will be laid off on the basis of their length of service. If the length of service for two or more employees is equal, the next deciding factors are attendance and job performance.

You will be recalled to work in the reverse order of the layoffs. You will be notified of the recall by phone and registered mail. Should you not return to work within two days after a notice of this recall has been received, we will assume you are not returning to work and your position will be filled by the next qualified person on the recall list.

FIRE RULES

It is the responsibility of all employees to understand their role in an emergency. This includes understanding and familiarization with location and operation of fire alarm boxes, location and operation of fire extinguishers, reporting a fire to the fire department, and knowledge of all fire exits. Fire drills are held once a month to practice fire safety rules. Some of these drills are announced and some are unannounced.

SAFETY

We expect that mature, responsible employees will follow basic rules of safety appropriate to classrooms and work areas for the health and protection of children, parents, all colleagues and their company. Every caution must be taken to guard against accidents to children and staff. It is the responsibility of every staff person to correct unsafe conditions such as but not limited to: liquid, food, paper, extension cords, etc., on the floor or any other conditions which could cause an accident. Report unsafe conditions and fire hazards immediately if you are unable to correct them. All accidents should be reported in writing immediately either to Program Director/ Executive Director.

There are a few other safety policies we would like to specify:

- 1) Do not try to lift and carry anything heavy by yourself. Ask someone to help you.
- 2) Use good hygiene practices for hand washing after diapering and before food preparation.
- 3) Report any injury -large or small - to your supervisor or administrative services manager. Should you become ill or have an injury, notify your supervisor immediately.
- 4) Should you notice something that seems like a safety hazard, anywhere in the Center, please notify your supervisor or the Executive Director immediately.

ACHIEVEMENT ACADEMY, INC.

DRESS CODE

Our dress code varies from job to job and sometimes from day to day. We ask that you report to work dressed neatly and appropriately for your job. Employees may not wear shorts, only jeans, capris, long pants or dresses, skirts of appropriate length.

SMOKING

Employees may smoke only during breaks in designated areas outside the building. No smoking is allowed anywhere in any of the Academy's buildings.

TELEPHONE CALLS

Academy telephones are for business purposes. In order that Academy phones may be free to conduct Academy business, the use of phones for personal reasons should be limited to emergency situations. If it is necessary to use the phone for other-than-emergency situations, limited calls can be made during break or lunch hour.

In order to insure the safety of all of the children in the Academy, employees cannot accept calls while they are on the job in the classroom. Telephone messages will be taken for you and brought to your classroom for appropriate action if necessary.

Updated 04/29/98

STAFF REGULATIONS

When a group of people are working together, it is necessary to have a common "Rules of Conduct" so that actions of one individual will not be detrimental to other staff persons or the Academy. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here, and to insure that all employees work under the same conditions.

CODE OF CONDUCT

We pride ourselves on the clean, orderly, safe environment we've created at the Academy. To continue this we need your cooperation.

Please read and follow these rules of conduct:

We prohibit fighting; abuse or destruction of property; possession of alcohol, narcotics, and weapons on the premises; falsification of company records; illegal, immoral or indecent conduct or language; and removal from the premises of company property.

We ask that employees not conduct personal business on company time or with company equipment and resources.

We stress an atmosphere of respect for each other's rights and privacy.

ACHIEVEMENT ACADEMY, INC.

TRANSFERS

Transfers may be requested to another work area if the employee wishes to broaden their experiences or if a personality conflict occurs.

To request a transfer, you must first speak with your supervisor. If you both agree that a transfer is advisable, then a written request is given to the Program Director and Executive Director, who give final approval or rejection of the request. If your supervisor is not in agreement with the transfer, then you may send your written request through your supervisor to the Program Director and Executive Director, who will make the final decision on the request.

A transfer from one department to another does not affect your seniority at the Academy. It also will not affect your salary level at the time of the transfer, although a future raise may be agreed on at the time of the transfer.

RULES REQUIRING DISCIPLINARY ACTION IF VIOLATED

- 1) Work Time. Work time is for work. Any conduct that interferes with the work time of an employee will not be tolerated. Also, employees are not permitted to leave work areas during work time without permission of their supervisor. Work time does not include recognized breaks.
- 2) Work Performance. Employees are expected to put in a fair day's work. Unsatisfactory work, poor performance, producing work below standards, loafing or excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizes our children and other staff.
- 3) Care. All children, parents, and visitors should be treated with kindness, friendliness, patience, and respect. Employees should refrain from gossip, loud talking, and other unnecessary noise and forms of conduct that could disturb the program and detract from the professionalism of the Academy.
- 4) Information Regarding Children. It is contrary to the interest of the Academy and those we serve to give out information regarding children and their parents. Such information should be held in strict confidence and should not be discussed with anyone outside of the Academy. Inside the Academy, such information should be discussed only when it will benefit the care we offer the children and the parent. Refer any inquiries about children, their performance, and parents to the Social Worker, Program Director, or Executive Director.
- 5) Absenteeism or Tardiness. Employees are to notify the Program Director, Classroom Teacher or Executive Director, as soon as possible (preferably the night before) if he/she is to be absent, so that a replacement can be obtained. Employees are expected to have a regular attendance record.

Excessive, habitual, and unauthorized absence and tardiness is disruptive to the care of the children and creates a burden on the other employees. The act of calling does not in itself constitute an excuse for absence.

The practice of taking time off without pay is discouraged, since employees are hired on a year-round position (unless otherwise specified) and all employees are granted vacation and paid holidays (See page III-20 in this personnel manual).

Updated 6/15/04

CONDITIONAL STATUS FOR PERMANENT EMPLOYEES

Employees no longer on probation whose work is below standard, will first receive, an oral warning from their supervisor. This warning will not be reported to the Executive Director or Personnel Committee. If, two (2) weeks after receiving this warning, the supervisor remains dissatisfied with the employee's work, he/she will send you a written warning, with a copy going to the Program Director, Executive Director and placed in your personnel file. Two (2) weeks after this written warning, your supervisor must inform the Executive Director, again in writing, whether your performance has improved or whether you should be put on conditional employment.

Your conditional employment period will last four (4) weeks. You will be reviewed by your supervisor after two (2) weeks and after four (4) weeks your supervisor has the option of dismissing you.

You will receive copies of all reports involved and your supervisor will meet with you to discuss each evaluation. You may request a meeting with the Executive Director during the conditional period to discuss any special difficulties.

If you are not satisfied with the results of this conditional employment period, you may use the usual grievance procedures.

GUIDELINES FOR CORRECTIVE ACTION

- A. STEP ONE: In the event of a violation of any rule (other than rules requiring immediate discharge), the employee is to be verbally counseled by his/her immediate supervisor, making it clear what the employee did, what rule or practice with which he/she is not in compliance, why the rule exists, and the need for compliance.
- B. STEP TWO: In the event a similar action is repeated within a year, another discussion with the employee will be held by the Program Director or Executive Director. Again, the reason for the rule and the need for compliance will be explained. At that time the employee will be placed on probation. A written Caution Notice will be given to the employee, and a copy will be placed in the employee's personnel folder. It will be explained to the employee that continued violation of the same or similar offense will result in termination.
- C. STEP THREE: In the event there is another incident involving the same or similar offense within one year of the first occurrence, the employee will be terminated. A statement to this effect will be placed in the employee's file folder, to be signed by the employee. If the employee refuses to sign the Notice, a notation to that effect will be placed on the form and signed by the Program Director or the Executive Director.

Occasionally there may be employees who fail to respond to the intent of this policy and continue non-compliance past the time periods contained in the above paragraphs, or who violate different rules on different occasions, or who are unwilling or unable to comply with the rules. The following are additional guidelines for discharge:

- 1) After two (2) written Caution Notices for any cause in a period of one (1) year: the employee is discharged on the third offense.
- 2) After three (3) written Caution Notices in a two (2) year period: the employee is discharged on the fourth offense.

RULES REQUIRING IMMEDIATE DISCHARGE

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and will result in discharge without prior warning:

- 1) Striking or abusing a child, humiliating a child, withholding food from a child as punishment.
- 2) Abuse or inconsiderate treatment of parents, staff or visitors.
- 3) Theft, attempted theft or removal from the premises without proper authorization, of Academy property or property of another employee.
- 4) Unauthorized removal of records or unauthorized divulgence of parents', children or Academy confidential information.
- 5) Willful falsification of company records.
- 6) Refusal to perform assigned work or following instructions.
- 7) Gross carelessness or negligence.
- 8) Willful destruction of property.
- 9) Sleeping during working hours.
- 10) Coercing or inciting others to limit work performance or engage in any practice in violation of Academy rules.
- 11) Consumption of alcoholic beverages or being under the influence of alcohol on Academy time.
- 12) Conviction of a felony.
- 13) Involvement with or use of controlled substances and/or other chemical substances other than use under medical supervision.
- 14) Failure to report to work without adequate justification. If absent three (3) days without notifying the Academy, employee will be considered as having abandoned their position and be terminated at the end of the third day.

REFERENCES AND RECOMMENDATIONS

It is acceptable to ask your supervisor for a letter of recommendation once you have given written notice that you plan to leave. It is entirely your supervisor's decision, however, as to whether he/she will write such a letter.

TERMINATION OF EMPLOYMENT

The end of an employment relationship with the Academy will fall within one of the following categories, with indicated policies applicable to each:

Resignation: A voluntary termination freely made by the employee for any reason he/she chooses. A written notice should be submitted at least two (2) weeks in advance (except in extreme emergency situations). We would appreciate as much advance notice as possible.

Mutual Agreement: Whereby both the individual and Academy management think that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by the Academy and a departure date is informally agreed upon within a reasonable time period.

Reduction in Force: Resulting from job elimination due to reorganization or financial considerations determined by the Board of Directors. Any employee so affected will be given one (1) month notice plus 2 weeks pay with reasonable time off during the notice period for interviews. (See layoff policy.)

Unsatisfactory performance: Failure of an employee to meet performance standards: complete tasks in a timely, competent way; or maintain an adequate attendance record. Prior to termination of unsatisfactory performance, the employee will be given a written corrective plan of action. (See conditional status) Individuals who are involuntarily terminated for unsatisfactory performance will receive two (2) weeks pay at termination.

Misconduct: Involving gross employee misbehavior on the job. (See specific reasons for immediate discharge for a complete listing of reasons for immediate discharge.)

ACHIEVEMENT ACADEMY, INC.

GRIEVANCE PROCEDURES

Should an permanent employee feel that he/she is being treated unfairly, he/she may initiate the following procedures. (This does not include substitute or trial employees).

It is important that grievances be handled as quickly as possible, and the employee is encouraged to discuss and work-through any problem with his/her immediate supervisor. If the employee feels that he/she cannot solve the problem with his/her supervisor, and no agreement can be reached, the next step would be to submit the grievance in writing and request a meeting with the Program Director/ Executive Director. This meeting is to be arranged within ten (10) working days of the written request from the employee, and the employee will be notified in writing of the results within ten (10) working days.

If any agreement is still not reached at this level, the Executive Director will arrange a meeting within fifteen (15) working days with the Personnel Committee of the Board of Directors. The final decision in any grievance matter lies with the Executive Committee of the Board of Directors. Their decision will be relayed in writing to the employee within ten (10) days of the meeting with the Personnel Committee.

EXIT INTERVIEWS

If you find it necessary to resign from your position at the Academy, you must submit a written resignation of your intention to do so at least two (2) weeks in advance (except in extreme emergency situations).

In order to provide the best possible services to our clients, and the working conditions of the employees at the Academy, Exit Interviews are encouraged at the Center. You should schedule this in advance with the Chairman of the Personnel Committee on or before your last day of employment.

In the event you are terminated, or unable to provide the two (2) weeks notice, you are encouraged to request in writing, an Exit Interview with the Chairman of the Personnel Committee.

An Exit Interview will be scheduled within fifteen (15) working days of the employee's written request, so that steps can be taken at the earliest possible time to address any legitimate concerns expressed by the employee.

ACHIEVEMENT ACADEMY, INC.

RENUMERATION

Pay periods are on a bi-weekly basis beginning October 1, 1987. Checks will be issued every two (2) weeks unless the date of issuance must be advanced because of holidays or other reasons as designated by the Executive Director. The Academy uses Gevity-a professional management organization to issue payroll and provide insurance coverage.

PAYROLL DEDUCTIONS

Federal income tax and social security payments all required by law, are deducted from each paycheck. Often these deductions may change as your earnings increase or decrease or you change the number of dependents you declare. You may authorize voluntary deductions for United Way, Family Insurance coverage and IRA deposits. Employees may have their paychecks direct deposited to any bank after completion of the appropriate form from Gevity.

Salary adjustments: Salaries of all employees will be reviewed by the Program Director/ Executive Director and the Personnel Committee annually. Basic salary increases may be given annually at the discretion of the Board of Directors, if funds are available. Salary increases will be a percentage of employee's annual salary rounded off to nearest dollar. Merit raises are based on the employee's annual evaluation and the percentage is determined by the score on the evaluation. The total percentages for merit raises are set annually by the Board of Directors. If an employee is on approved leave of absence at the time increases are given, his or her salary will be adjusted upon their return to work. No adjustment of salary will be made for time on leave unless personal-sick leave pay carries employee into the time increases are given.

An appointment with the Executive Director and/or Program Director may be scheduled for each employee to discuss salary, job responsibility, grievances, and complaints. An employee may request an appointment with the Executive Director and/or Program Director anytime.

An employee may appeal the decision of the Executive Director in writing to the Chairman of the Personnel Committee, and have a review by that Committee.

Updated 6/15/04

ACHIEVEMENT ACADEMY, INC.

UNITED WAY PARTICIPATION

The United Way is the second major contributor of funds to the Academy; therefore, the spirit of cooperation and support the Academy gives to the United Way is indirectly reflected in the contributions we receive from them.

The concept of the United Way is that it is an organization that exists for raising funds for a multitude of community service agencies, which allow the community to give "one time a year" instead of having each agency solicit every business in the community individually. Therefore, the United Way is basically a fund raiser for the Academy. If United Way did not exist, each individual community service agency would have to do their own fund raising. Therefore, it is important that we, as staff, support the concept of United Way which lessens the burden on us to have to go out in the community and raise our own funds. Although it is important that we do some fund raising on our own, the United Way does take a tremendous burden off of us in the area of fund raising.

Each employee will be given an opportunity to assist us in developing and keeping positive relationships with the United Way through our payroll deduction plan. The Board of Directors of the Academy and the Administration of the Academy encourage you to participate with us.

If you have philosophical differences concerning United Way and its philosophy of contribution, please discuss this with the Program Director or Executive Director.

Updated 03/02/92

TRAVEL POLICY

Mileage:

The Academy will reimburse its employees at the current rate allowed by IRS when they are required to use their personal vehicle for matters relating to the Academy. Such requests are usually for attending home visits, community workshops, transporting children, attending professional meetings, etc. An appropriate travel log must be kept. This log may be turned in at any time, but must be turned in at the end of the fiscal year.

Workshops:

Employees, who are approved by the Administration of the Academy to attend a particular workshop, will have all lodging, travel, meals, fees, and/or registration paid for by the Academy.

EXTRA ACTIVITIES

Employees may be assigned to certain household duties that must be done either daily, weekly, or as needed, depending upon the household duty. These duties may be rotated as needed to eliminate one person from doing the same job all of the time.

Employees will be expected to participate in fund raising activities, and other Academy related activities as part of their job description, to show their support for the Academy.

If you have philosophical differences with participating in these activities, please discuss this matter with the Program Director/Executive Director, prior to your employment, so that we might clarify our position and avoid future conflicts in this area.

ACHIEVEMENT ACADEMY, INC.

STAFF MEETINGS

Staff meetings are held on a regular basis for the purpose of discussing matters appropriate and important to the operation of the Academy. An emergency staff meeting may be called by the Program Director or Executive Director when needed.

INSERVICE TRAINING

Inservice training will be provided to the staff, when possible. Training will be provided from various sources in order for the staff to be exposed to a variety of experiences and to meet the 20 hours of inservice training required by the Academy.

Updated 04/19/99

OUTSIDE ACTIVITIES

To avoid actual or the appearance of conflict of interest, any employee who engages in an remunerative activity in any field directly related to Academy work outside the usual work hours must have prior approval from the Executive Director. This includes consultation, speeches, conference participation and related work by Academy staff members on their own time. If done during normal working hours, any fee for such an activity will be paid to the Academy. No employee may represent himself/herself as a spokesman for the Academy without prior approval of the Executive Director.

All patents and copyrights resulting from Academy work by employees will be in the name of the Achievement Academy, Inc., and shall remain the property of the Academy.

PRIVATE PRACTICE

An employee must receive Board approval if he/she is to be engaged in private practice (clinical, consultation, etc.) during his/her employment with the Academy. No employee will be allowed to engage in their private practice during office hours.

OUTSIDE EMPLOYMENT

No full time employee of the Academy should engage in any outside employment or business that will effect his/her physical or mental ability to perform center duties efficiently.

Updated 2/19/91

ESTABLISHING AND MAINTAINING PERSONNEL RECORDS

A personnel folder is made for each employee hired by the Academy. This folder will contain an application for employment, signed Orientation Form, signed and dated Job Description, proof of fingerprints, Affidavit of Good Moral Character, Law Enforcement Check, signed and dated evaluation (after six months), W-4 form, and a copy of employee's Social Security card and Driver's License or photo I.D., two personal reference letters, past employer reference (if applicable), employment eligibility form (I-9), signed Assurance of Compliance form, signed Disciplinary Policy Form and signed Principal of Normalization form. Employee health records are kept in a separate folder for monitoring purposes.

It is to an employee's advantage for the personnel folder to contain as much information as possible about his/her qualifications: transcript, resume, certificates for completion of courses, certifications, etc.

It is the employee's responsibility to provide the information to the Administrative Services Manager to keep your personnel file current. Be sure to notify the Administrative Services Manager when there are changes in the following:

- 1) Name
- 2) Home address
- 3) Home telephone number
- 4) Cell phone number
- 5) E-mail address
- 6) Marital status
- 7) Phone number where you can be reached in an emergency.
- 8) Number of your dependents
- 9) Beneficiary of your group life insurance.
- 10) Educational status
- 11) Correction to your Social Security Number
- 12) Additional training, courses or experience
- 13) Emergency contact person(s)

The employee's personnel file is confidential; however, an employee may request to see his/her file any day during regular office hours. Recognizing an employee's right to confidentiality, the following may have access on an "information-need" basis only in order to fulfill the requirements for various funding sources:

- 1) Executive Director
- 2) Program Director
- 3) Administrative Services Manager
- 4) Office Manager
- 5) CPA firm and auditors from various funding agencies.

ACHIEVEMENT ACADEMY, INC.

PURCHASING PROCEDURES

Anyone wishing to purchase items for the Academy should fill out a purchase requisition form providing the appropriate information and forward this request to the Executive Director or Program Director for approval. After approval is received, the requisition will be sent to the Administrative Services Manager, who will coordinate the purchase of said items.

For all items over \$2000, prices must be obtained from a minimum of two (2) companies, unless otherwise approved by the Executive Director.

Persons actually responsible for the purchase of materials should take every precaution to insure there is no conflict of interest in dealing with suppliers. All officers and members of the Board of Directors of the Academy should take precautions to insure that there are no conflicts of interest involved in their recommendations for procurement of services for the Academy. Should possible conflicts exist, they should be brought to the attention of the Board of Directors, and any decision made involving such purchases should not include any board member or officers in a conflict position.

BONDING

Any employee, or member of the Board of directors, who has the authority to sign checks on behalf of the Achievement Academy, is covered by our current bonding policy.

Updated 4/29/98

ACHIEVEMENT ACADEMY, INC.

FISCAL PROCEDURES PRACTICE

The Board of Directors' Finance Committee reviews and makes recommendations to the Board of Directors concerning budgets, funding sources, changes in budgeting, insurance, fund raising activities and other fiscal matters relating to the Agency. The Board of Directors votes on all fiscal and budgetary items.

The Administrative staff is responsible for having appropriate documents available at the meeting for each committee member. The Executive Director and appropriate Academy staff are responsible for the preparation of all grants. The Executive Director and Personnel Committee are responsible for the preparation of budget drafts for salary proposals, etc. The Finance Committee reviews same and may make recommendations to the Board for its action. The Finance Committee indicates when salary changes are to be implemented, when there is a need to re-budget and adjust expenditures, and keeps the Board generally informed of the Agency's fiscal position, both current and projected.

The Executive Director is responsible for the implementation and follow-up of all fiscal matters of the Corporation. Monthly financial statements prepared by the CPA bookkeeper are reviewed by the Treasurer of the Board and presented at the regularly scheduled Board meetings.

The Administrative Services Manager is responsible for receiving, processing and distributing all mail. Checks received are stamped "For Deposit Only" and locked up until deposit is made. All invoices are stamped with date received and payment approval stamp, and given to Executive Director for approval. After approved by Executive Director, invoices are paid by Administrative Services Manager who records check number, date paid and account number when processing check. All merchandise will be checked in as it is received and the invoice will be stamped "received" and initialed before being approved for payment by the Executive Director. Expenditures are to be paid by pre-numbered checks with invoices/receipts marked appropriately. Checks are given to Executive Director/Program Director to be signed and once signed, they are returned to the Administrative Services Manager to be mailed out. Paid invoices are filed by account number by Administrative Services Manager. The Administrative Services Manager maintains the checking account; however, bank statements are unopened by Academy staff and the bank statements are reconciled by CDC Board Treasurer. After accounts are reconciled, monthly information is provided by disk to CPA who processes monthly financial statements.

Office Manager is responsible for receipting all monies received, posting appropriate account numbers on all receipts in receipt book and prepares bank deposit as needed, usually twice a month and on the last day of the month. If large amount of monies or checks are received in any one day, a deposit is made that day. Office Manager is responsible for taking the deposit to the bank. Copies of deposits are given to the Administrative Services Manager and Executive Director before deposit is made.

Deposits and expenditures are recorded in the appropriate account by Administrative Services Manager. Checks drawn in the amount of \$500 or over, or in the name of the Executive Director or Program Director, are required to be signed by two of the following: President, Secretary, Past President, Program Director, Executive Director. However, Program Director and Executive Director cannot be the two signers on any Academy check payable to Executive Director or Program Director. Checks up to \$500 require just one of the above signatures, usually the Executive Director or Program Director.

ACHIEVEMENT ACADEMY, INC..

FISCAL PROCEDURES PRACTICE

The Administrative Services Manager is furnished the appropriate information for preparing payroll for salaried employees by the Executive Director. Staff attendance is kept by the Administrative Services Manager and salary is adjusted accordingly, if necessary. Hourly employees' time is kept on time sheets and is prepared at the same time as salaried personnel payroll. Administrative Services Manager is given United Way deductions and they are made as requested. Payroll checks are issued bi-weekly. Payroll checks are given to employee by the Executive Director, Program Director and/or Administrative Services Manager.

The Agency maintains a \$20.00 petty cash fund solely for the purpose of making change for parents paying for their children's lunches. There are no income and expenses related to this fund.

Office and maintenance supplies are ordered as needed by the Administrative Services Manger and/or Office Manager. Invoices for these supplies are approved by the Executive Director before payment. Classroom supplies and/or equipment must first be approved by the Executive Director. The Achievement Academy Charter School is a public school and may make use of the School Board Surplus Warehouse and receive School Board bid prices on items in the School Board Catalog. Approved requisitions are then given to the Administrative Services Manager who coordinates the purchase.

Staff will be reimbursed for travel and workshops pre-authorized by the Executive Director. Appropriate data, bills, etc., should be submitted to the Administrative Services Manager, who after verifying prior approval, makes check for payment. Another method of paying for staff travel and/or expenditures with pre-authorization from the Executive Director is by having the Administrative Services Manager make out a check in advance payable to the appropriate staff person, who will in turn give the Administrative Services Manager a reconciliation with receipts of expenses vs. cash advance. Unspent cash will be returned, receipted and deposited. If expenses exceed the amount given, another check will be issued to cover the difference.

Staff making routine travel for home visits, etc., will be reimbursed by check, usually on a monthly basis upon receipt of their monthly travel log (see travel log form).

SMITH BARNEY: If the checking account balances are low (regular checking & CAP Account), the Administrative Services Manager, Program Director and/or Executive Director are authorized to transfer funds up to \$5000 from the general reserves account to the checking account without Board approval. The Finance Committee is notified if this occurs so they can notify the Board of Directors. Transfers of \$5000 or more, require approval of Executive Committee.

AUDITS: Effective June, 1998, permission was obtained from IRS to change the fiscal year to July 1st - June 30th, to correspond with the Polk County Schools and United Way fiscal year. In January 1991, the fiscal year was changed from July 1st - June 30th to January 1st - December 31st.

The firm of Baylis & Co., PA, completes the audit and upon completion, this audit is sent to the Polk County School Board and United Way.

School Board of Polk County funds, must be returned to the School Board of Polk County, Florida.

Updated 9-10-98

DISSOLUTIONS OF ASSETS

In the event the Academy should dissolve, the assets may be given to a charitable organization, preferable one similar in philosophy and purpose as the Academy, or dedicated to furthering causes compatible with the Academy. Good faith efforts will be made to return equipment and major purchases to the appropriate funding source. All assets purchased with School Board of Polk County funds, must be returned to the School Board of Polk County, Florida.

Updated 9-10-98

POLICY AGAINST WORKPLACE HARASSMENT

The Achievement Academy, Inc., is committed to providing a work environment free from all forms of discrimination, including sexual harassment. The Academy promotes a work environment that fosters personal and professional development. The Academy 's policy is that any form of workplace harassment, including, but not limited to, sexual, racial, religious, age, national origin, citizenship or disability, will not be tolerated and any offenders will be subject to disciplinary action, up to and including termination of their employment.

Sexual harassment is not only detrimental to the working environment, but also demoralizing for everyone involved. Such harassment is illegal and a violation of Academy policy prohibiting any and all forms of discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. The following are considered illegal and policy violations:

1. Unwelcome sexual flirtations, advances or propositions.
2. Verbal abuse of a sexual nature.
3. Subtle pressure or requests for sexual activities.
4. Unnecessary touching of an individual.
5. Verbal commentaries about an individual's body.
6. Sexually degrading words used to describe an individual.
7. A display in the workplace of sexually suggestive objects or pictures.
8. Sexually explicit or offensive jokes.
9. Physical assault of any type.
10. Any request for sexual favors for any type of reward or to avoid adverse consequences.

(The above list does not serve to define all possible infractions or actions of an inappropriate nature.)

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, citizenship, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that

1. has the purpose or effect of unreasonably interfering with an individual's work performance
2. has the purpose or effect of creating an intimidating, hostile, or offensive work environment
3. Or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

POLICY AGAINST WORKPLACE HARASSMENT, Continued

It is the responsibility of everyone, not simply management, to prevent and eliminate such destructive behaviors. If you feel that you have experienced or witnessed such actions, you should immediately notify your direct supervisor, another supervisor, the Program Director or Executive Director. Employees should not feel obligated to file complaints with their immediate supervisor first before bringing the matter to the attention of one of the other individuals identified above.

Completing, filing, and/or investigating a report of inappropriate conduct does not validate the complaint. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Employees who report incidents of harassment or assist in any inquiry will be protected against retaliation. The Academy prohibits retaliation against any individual who reports discrimination or harassment or participates in an inquiry of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an inquiry into acclaim of harassment or discrimination is a serious violation of the policy and, like harassment or discrimination itself, will be subject to disciplinary action. The prohibition against retaliation includes, but is not limited to remarks, threats, physical or verbal abuse, any discrimination in terms of pay, advancement, opportunities, termination, job assignments or reassignments, unwelcome or unwarranted transfers, threats of punishment or revenge, actual punishment or revenge (for reporting or assisting in harassment/discrimination inquiries), or other acts that could be interpreted as retaliatory.

Understanding the extremely sensitive nature of such a claim, the Academy will maintain the highest degree of confidentiality possible in conducting a thorough and prompt inquiry. The Academy will share information only on an as needed basis. The Academy reserves the right at any time during an inquiry, or its conclusion, to exercise its discretion in taking whatever action it deems necessary. These actions may include, but are not limited to placing an employee on leave of absence, reassignment, suspension, probation, demotion and/or termination. The Academy also reserves the right to require counseling, training and/or monitoring as a condition of continued employment.

This policy serves to assist management in its goal to achieve zero tolerance of workplace harassment. It is however not written nor intended to restrict management's authority regarding disciplinary or employment decisions concerning employee behavior that is deemed unacceptable regardless of whether the behavior constitutes harassment.

If an employee refuses to participate in an Academy inquiry, the Academy will base its conclusions on the other information gathered during the inquiry, and inferences drawn from all of the credible evidence.

This Policy against Workplace Harassment applies not only to employees, but vendors, customers and others alike who associate with the Academy.

POLICY AGAINST WORKPLACE HARASSMENT, Continued

Complaint Procedure

- I. Notify your direct supervisor, another supervisor, the Executive Director of the Academy or Gevity's Human Resources Department. Be assured that all complaints will be taken seriously. When you call, please be prepared to provide the names of anyone involved, the nature of the misconduct (in detail), time and location of the incident. Employees should not feel obligated to file complaints with their immediate supervisor first before bringing the matter to the attention of one of the other individuals identified above.

IMPORTANT NOTICE TO ALL EMPLOYEES

EMPLOYEES WHO HAVE EXPERIENCED CONDUCT THEY BELIEVE IS CONTRARY TO THIS POLICY HAVE AN OBLIGATION TO TAKE ADVANTAGE OF THE COMPLAINT PROCEDURE. AN EMPLOYEE'S FAILURE TO FULFILL THIS OBLIGATION COULD AFFECT HIS OR HER RIGHTS IN PURSUING LEGAL ACTION. ALSO, PLEASE NOTE, FEDERAL, STATE AND LOCAL DISCRIMINATION LAWS ESTABLISH SPECIFIC TIME FRAMES FOR INITIATING A LEGAL PROCEEDING PURSUANT TO THOSE LAWS.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, you are strongly urged to promptly report complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

- II. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- III. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- IV. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment, as the Academy believes appropriate under the circumstances.

POLICY AGAINST VIOLENCE IN THE WORKPLACE

The Academy believes employees must display common sense, good judgment and a high regard for the rights and interests of others if we are to provide a safe and productive work environment. Accordingly, employees are required to adhere to essential standards of personal conduct at all times.

It is impractical to spell out everything that is expected of employees in terms of honest, courtesy, professionalism and good conduct. In all cases, determinations as to the level of discipline are reserved by and remain within the sole discretion of management regardless of whether the behavior constitutes violence.

Actions do not need to be aimed directly towards someone or something to be considered a violation jeopardizing the safety and productivity of co-workers, customers and others. Deliberate actions that create the potential for an unsafe work place are a violation of policy and will subject the employee to disciplinary action up to and including termination of their employment. Unauthorized possession of weapon (s), such as firearms, explosives, knives, or box cutters, while on Academy time and/or Academy property is strictly prohibited.

The following are other examples of violations of this policy:

- *Any act or omission which threatens, coerces or endangers the safety of co-workers, customers or self.
- *Fighting, threatening or provoking a fight while on Academy property and/or time.
- *Destruction, damage or misuse of Academy property, property of co-workers or customers.

Any employee who engages in conduct such as the type described above will be subject to disciplinary action, up to and including termination of their employment.

All incidents involving violence in the workplace must be reported to your supervisor, manager or Academy management. In addition, all Academy personnel are responsible for notifying their supervisory, manager or Academy management of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on an Academy controlled site, or is connected to Academy employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

All individuals who obtain a protective or restraining order which lists Academy locations, directly or indirectly, as being protected areas, must provide to their supervisor, manager or Academy management a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Academy understands the sensitivity of the information requested and will maintain the highest degree of confidentiality possible. Academy will share information only on an as needed basis.

FEDERAL FAMILY AND MEDICAL LEAVE ACT

Eligible employees are entitled to leave as provided by the federal Family and Medical Leave Act of 1993 (“FMLA”). The FMLA provides eligible employees (those who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period) with up to 12 workweeks of unpaid leave for certain family and medical reasons. In the case of employees who do not meet FMLA eligibility requirement, business considerations and the individual circumstances involved will be reviewed.

Except for those employees designated as “highly compensated employees”, employees generally have a right to be returned to the same or at an equivalent position with equivalent pay, benefits and other terms and conditions of employment to the extent required by the FMLA.

FMLA leave will consist of appropriate accrued paid leave and unpaid leave. If FMLA leave is requested for an employee’s own serious health condition, the employee will be required to use any accrued, but unused paid vacation leave, sick leave or personal leave. The remainder of the leave period in such cases will consist of unpaid leave. FMLA leave may also run concurrently with other leaves for which an employee is eligible (including, without limitation, workers’ compensation and disability leaves, if such leaves meet FMLA criteria). If leave is requested for any of the other reasons listed below, an employee must use all of his or her accrued paid vacation or personal leave.

Reasons for FMLA Leave

All employees who meet the applicable time of service requirements may be granted family or medical leave consisting of appropriated accrued paid leave and unpaid leave, for a period of twelve (12) weeks (during any 12-month period) for any one, or for a combination of, the following reasons:

1. The birth of the employee’s child and to care for the child;
2. The placement of a child with the employee for adoption or foster care or to care for the newly placed child;
3. To care for the employee’s spouse, child or parent (but not in-law) with a serious health condition; and/or
4. The employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

A “serious health condition” is an injury, illness, impairment or mental condition that involves inpatient care or continuing treatment by a health care provider.

How to Request FMLA

Employees requesting FMLA leave must complete and submit a FMLA Leave Request Form which can be obtained from the Office Manager or Gevity’s Human Resources Department. The completed FMLA Request Form must state the reason for the leave, the duration of the leave and the starting and ending dates of the leave.

FEDERAL FAMILY AND MEDICAL LEAVE ACT, continued**How to Request FMLA Leave, continued**

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health condition, the employee must submit a FMLA Request Form at least thirty (30) days before the leave is to begin, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

If an employee fails to properly designate leave as FMLA, the Academy may do so if it so determines and designate leave as FMLA leave upon notice to the employee.

Medical Certification

An employee will be required to submit a "Medical Certification Certificate" completed by a health care provider if a request for FMLA leave is based on the serious health condition of the employee or the employee's spouse, child or parent. The Medical Certification Certificate must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts (to the extent permitted by the FMLA and the Americans with Disabilities Act) regarding the condition. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

If the Academy has reason to doubt the employee's initial certification, the Academy may:

1. With the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification, and/or
2. Require the employee to obtain a second opinion by an independent Company-designated provider at the Academy's expense. If the initial and second certifications differ, the Academy may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, the Academy may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Academy with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return date changes and it becomes necessary for the employee to take more or less FMLA leave than originally expected, the employee must provide the Academy with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives the Academy notice of his or her intent not to return to work, the employee will be considered to have voluntarily resigned their employment.

Before any employee returns to work from an FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave may be delayed or denied if the appropriate documentation is not received in a timely manner. In addition, failure to provide requested documentation of the reason for an absence may lead to termination of an employee's employment.

FEDERAL FAMILY AND MEDICAL LEAVE ACT, continued

Benefits Coverage During Leave

During FMLA leave, an employee is entitled to be retained on any applicable health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave.

In the event an employee fails to return to work after the expiration of FMLA leave, the employee will be required to reimburse the Academy for the payment of health insurance premiums during such leave (including for any insurance premiums paid by the Academy), unless the reason for the employee failing to return from FMLA leave is the continuation of a serious health condition which prevents the employee from performing their job or to circumstances which are beyond the employee's control.

An employee is not entitled to the accrual of any employment benefits that would have occurred if not for the taking of FMLA leave. An employee who takes FMLA leave will not lose any employment benefits that accrued before the date leave began.

Intermittent or Reduced Work Schedule Leave

Under the FMLA, intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leaves to care for a newborn or for a newly placed child under the FMLA may not be taken intermittently or on a reduced work schedule unless the Academy expressly consents to an individual leave request. Leave because of an employee's own serious health condition under the FMLA, or to care for an employee's family member's serious health condition under the FMLA, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested attempt to schedule the leave so as not to unduly disrupt the Academy's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, the Academy may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

STATE AND LOCAL FAMILY AND MEDICAL LEAVE LAWS

Where state or local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply. If you have any questions about the applicability of such laws, you may contact your supervisor or Gevity's Human Resources Department.

MILITARY LEAVE

Military leaves of absence will be granted in accordance with applicable federal, state and local laws, including the federal Uniformed Services and Employment and Reemployment Act of 1994.

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

SECTION 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name & Number)		Apt.#	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A Citizen or National of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A _____) <input type="checkbox"/> An Alien authorized to work until ____/____/____ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

PREPARER AND/OR TRANSLATOR CERTIFICATION. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name & Number, City, State, Zip Code)	
Date (month/day/year)	

SECTION 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from list B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

LIST A	LIST B	LIST C
Document title: _____	Document title: _____	Document title: _____
Issuing Authority: _____	Issuing Authority: _____	Issuing Authority: _____
Document #: _____	Document #: _____	Document #: _____
Expiration Date (if any): ____/____/____	Expiration Date (if any): ____/____/____	Expiration Date (if any): ____/____/____
Document #: _____	Document #: _____	Document #: _____
Expiration Date (if any): ____/____/____	Expiration Date (if any): ____/____/____	Expiration Date (if any): ____/____/____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name Address (Street Name & Number, City, State, Zip Code)		Date (month/day/year)

SECTION 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. Document Title: _____ Document #: _____ Expiration Date (if any) ____/____/____	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

The Child Development Center of Polk County, Inc.

716 E. Bella Vista Street
Lakeland, FL 33805

Dear Sheriff Crowe:

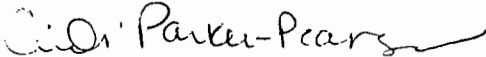
Pursuant to Chapter 435, F.S., the Child Development Center of Polk County, Inc. requests a local records check on the applicant listed below:

_____	_____	_____	
(Last name)	(First Name)	(Middle Name)	
_____	_____	_____	_____
(Date of Birth)	(Social Security #)	(Race)	(Sex)

Please document the findings on this check and return the information to:

Child Development Center of Polk Co., Inc.
716 E. Bella Vista Street
Lakeland, FL 33805

Sincerely,



Cindi Parker-Pearson
Program Director

CPP/bd

(941) 683-6504
(941) 688-9292 fax



AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of Polk

Before me this day personally appeared _____, who, being duly sworn, deposes and says:

I am an applicant for employment as a caretaker with:
Child Development Center of Polk County, Inc.

By signing this form, I am swearing that I have not been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

Sections:	741.30	domestic violence
	782.04	murder
	782.07	manslaughter
	782.071	vehicular homicide
	782.09	killing an unborn child by injury to the mother
	784.011	assault, if the victim of offense was a minor
	784.021	aggravated assault
	784.03	battery, if the victim of offense was a minor
	784.054	aggravated battery
	787.01	kidnapping
	787.02	false imprisonment
	787.04	moving children from the state or concealing children contrary to court order
	794.011	sexual battery
	794.041	prohibited acts of persons in familial or custodial authority
	796	prostitution
	798.02	lewd and lascivious behavior
	800	lewdness and indecent exposure
	806.01	arson
	812	felony theft and/or robbery
	817.563	fraudulent sale of controlled substances, if the offense was a felony
	825.102	abuse or neglect of disabled adults or elderly persons
	826.04	incest
	827.03	aggravated child abuse
	827.04	child abuse
	827.05	negligent treatment of children
	827.071	sexual performance by a child
	847	obscene literature
	893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor

--COMPLETE OTHER SIDE--

WebMail - APPLICANT/EMPLOYEE FINGERPRINTING



Sherrell Northern
724 534-0737

Date Sent: Wednesday, July 10, 2002 4:00 PM

From: dale.mcdonald@polk-fl.net
<SMTP:dale.mcdonald@polk-fl.net>

Add to Address Book

To: CharterSchools@polk-fl.net <SMTP:CharterSchools@polk-fl.net>

Cc: david.lauer@polk-fl.net <SMTP:david.lauer@polk-fl.net>

Subject: APPLICANT/EMPLOYEE FINGERPRINTING

Status: Urgent New

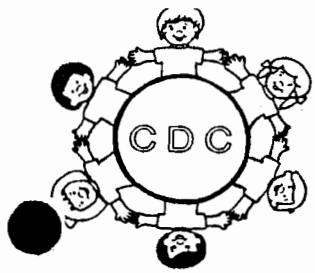
As many of you may know, the Florida Department of Education recently had the Lockheed Martin Company install Live Scan Fingerprint Systems in every school district in the State of Florida. Fingerprints are photographed as they are entered into the system and then sent immediately by computer to the Florida Department of Law Enforcement and then on to the Federal Bureau of Investigation. The turn around time for receiving a Criminal History Report is said to be 24 hours or less. Some Districts have reported that they received replies within two hours. The replies will be returned to the District via email. Upon receipt of the criminal history information, Charter Schools will be notified whether or not the Charter School applicant does, or does not meet the School Board Criminal History Hiring Guidelines.

The DOE has also set the cost of fingerprints at ^{60⁰⁰}~~\$52.00~~ for each applicant. This is a significant increase from the \$40.00 fee currently being charged for processing inked fingerprints on fingerprint cards.

I am told that the Polk County School District will begin using the Live Scan fingerprinting system effective Monday, July 22, 2002. As of that date, the district will no longer accept inked fingerprint cards for processing.

In order for applicants to be fingerprinted on the Live Scan, the fee of ^{60⁰⁰}~~\$52.00~~ must be paid in advance by credit card as listed below, or at the time the fingerprints are taken. The applicant may pay by either Credit Card (Visa or MasterCard) or by Money Order. Money Orders must be made out to "Fingerprinting Services, LLC" and should be given to the person performing the fingerprinting service. No checks or cash can be accepted. Charter School applicants will have to come to the District Office in Bartow to the Human Resource Services Division for fingerprinting after the effective date. The fingerprinting will most likely be done by appointment. Sherrell Northern can be contacted by email or by telephone at 863-534-0723 for appointments.

The Polk County School District will be using a District Credit Card to pay the fee for applicants for employment in the district. The fee will then be deducted from their first pay check. Charter Schools having their own credit card may also choose to pay for the fingerprinting in that manner, but it must be done either before or at the time of the fingerprinting. Credit card payment can be made via the Internet <http://www.flprints.com> or by calling toll free at 877-357-7456.



CHILD DEVELOPMENT CENTER CHARTER SCHOOL

716 E. Bella Vista Street, Lakeland, Fl 33805
(941) 683-6504 (941) 688-9292 fax

PERSONAL REFERENCE CHECK

TO: _____

_____ has been hired for the position of _____
by the Child Development Center of Polk County, Inc.

Your name has been given as a personal reference. Please answer the following questions:

1. In what capacity have you known the applicant? For how long?

2. To your knowledge, has the applicant ever been convicted of a crime? If yes, please explain.

3. Do you think this person is qualified to work with developmentally delayed children?

4. Would you consider placing the responsibility of a child or relative of yours with the applicant?

5. Additional comments:

Signature _____

Date _____

The Child Development Center of Polk County, Inc.

716 East Bella Vista Street
Lakeland, FL 33805

I authorize you to provide the Child Development Center Charter School with the information requested on this form.

Signature of Applicant

REFERENCE FORM

Name of Applicant _____
(First) (Last)

Social Security Number

The above named applicant has applied for a position in our agency as a _____
_____. We would appreciate your completing this form and returning it to us as soon as possible.

Please indicate your rating of the applicant on the following categories by placing a (✓) in the appropriate box by each category.

	OUTSTANDING	SATISFACTORY	UNSATISFACTORY	UNABLE TO RATE
Organizational Skills/Record Keeping				
Communication Skills				
Initiative/Resourcefulness				
Quality of Work				
Ability to Work With Others				
Attendance/Punctuality				
Knowledge of Subject Matter				
Ability to Follow Instructions				

Length of employment _____ . In what position? _____

Would you re-employ? _____

Comments: _____

Signature

Title

Date

(941) 683-6504
(941) 688-9292 fax
IV - 6



CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

EMPLOYEE NAME _____

SS# _____

POSITION _____

SALARY _____

EFFECTIVE DATE _____

TERMINATION DATE _____

NEW EMPLOYEE ORIENTATION COMPLETED _____

APPROVED _____ DATE _____

EMPLOYEE _____

DOE _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

- A.2.1.2. I have read and understand all information in the Child Development
- A.3.1. Center's personnel manual which includes: Bill of Rights for the Mentally
- A.3.1.1. Handicapped; Behavior Management Guidelines; Summary of P.L. 94
- A.3.1.2. 142; Title VI of the Civil Rights Act of 1964; Title IX of the Education
- A.3.1.3. Amendments of 1972; and "Child Abuse and Neglect in Florida; Child
- A.3.1.4. Abuse and Neglect; and Section 504 of the Rehabilitation Act of 1973;
- A.3.1.5. The Principle of Normalization.
- A.3.1.6.
- A.3.1.7. I have received pre-service training instructions for using the fire
- A.3.1.8. extinguishers; proper safety procedures to evacuate the building;
- A.3.1.9. emergency accident procedures and personal hygiene.

It has been explained to me that employment at the Child Development Center of Polk County, Inc. is similar to working in any day care situation in which there is exposure to a variety of communicable diseases. These include but are not limited to: CMV, hepatitis A, B, & C virus, herpes simplex, chicken pox, mononucleosis, colds, flu and viruses. I have also been informed about the possibility of acquiring CMV and its possible effects on the fetus.

Signed _____

Date _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

Disciplinary Policies

- 1) **NO FORM** of corporal punishment (such as spanking or other types of physical punishment) shall be used at the Child Development Center.
- 2) Positive motivation will be used when possible. Accordingly, children will not be subjected to discipline which is severe, humiliating or frightening.
- 3) Discipline **WILL NOT** be associated with food, rest, or toileting.
- 4) No harsh or loud language will be directed toward children. Voice tone emphasis will be used only in an appropriate and consistent manner.

1 CM-12-013 Child Discipline

(1) Child care facilities must ensure that age-appropriate, constructive disciplinary practices are used for children in care.

(a) Children shall not be subjected to discipline which is severe, humiliating or frightening.

(b) Discipline shall not be associated with food, rest or toileting.

(c) Spanking or any other form of physical punishment is prohibited.

(2) Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility. The specific types of discipline used for each age group must be included in the written material provided to parents. Verification that child care facilities have provided parents in writing the disciplinary practices used by the facility shall be documented on the enrollment form or an equivalent form with the signature of the parent.

Specific authority: 402.301, F.S.

Law Implemented: 402.301, 402.305, F.S.

History: New 3-11-86

I have read and understand the information provided above.

Employee Signature

Date

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

THE PRINCIPLE OF NORMALIZATION

JACK YATES, 1979

One may define the ideological goal of the human services in terms of the principle of normalization. This principle can be stated as follows:

The use of methods and settings which are valued and familiar, to offer each person life conditions and opportunities which are at least as good as those of the average citizen, and as much as possible to enhance and support each person's behavior, status and reputation. (Wolfensberger, 1972)

The principle of normalization implies that every person should have the option of having a home. Too often, human service systems ask people to live in impersonal institutions or community facilities which are distinctly unhomelike. Every person should be able to live in a comfortable setting which looks like, feels like, and is a valued home in the community. As much as possible, each person should be able to choose with whom to live, and as much as possible each person should be able to control the conditions of the home environment. Every person should be enabled to individualize their home setting so that the home becomes truly their own.

The principle of normalization implies that each person should be presented and interpreted to the community at large in a positive manner as much as possible. Too often, human service systems send negative messages about the people whom they serve, and very seldom do human service systems take care to send positive and enhancing messages. The names by which we call people, the names by which we call programs, the sites in which we locate programs, the maturity with which we treat adults, and the meaningfulness with which we help to provide work, schooling, and other life experiences - all of these aspects of our programs say something to the public about the people with whom we work, even if we are not always conscious of the messages we are sending.

The principle of normalization implies that every person should be challenged and enabled to learn. Too often, human service systems have held low expectations for people, thus placing a low limit on the learning which could take place. Every person should have a strong, intensive, individualized learning program which will enable that person to gain more and more skills for more and more independence. Every person should be able to make her/his choices as often as possible, even to take risks in decision making. Instead of providing maximum shelter and protection for a person, we need to encourage growth and development by providing challenges to learn.

The principle of normalization implies that every person should be enabled to participate in the mainstream of community life as much as possible. Too often, human service systems

have isolated people from the rest of society, physically or socially, removing opportunities for participation and learning. Integration into the community will provide models for people who need to learn more social skills, and it will provide a chance for people in general to learn that service consumers are more like other people than different from other people. Every person should be enabled to participate individually and in small groups in all the resources of our society.

To sum up, the essence of the principle of normalization is the opportunity for equality: every person should have the right to share equally in the benefits and difficulties of life in the human community. In our personal interactions and decisions as human service workers, and in our design of programmatic and systemic structures for service provision, we need to plan, act, and teach on that basis.

Normalization is defined as making available to the handicapped, patterns and conditions of everyday of life which are as close as possible to the norms and patterns of the mainstream of society. Normalization implies that a person would be enabled to project an image that does not mark him as deviant in the sight of others. How a person is perceived affects the way he is treated and the way he is treated by others will affect his self-image as well as the way in which he will respond. Areas to be addressed in normalization include but are not limited to:

1. **Age-appropriate interpretations and structures.** Activities and materials used be appropriate for one's age even if one is learning a skill which is very much below his chronological age.
2. **Age-appropriate facilities, environmental design and appointments.** The external and internal appearance of the building should be age-appropriate for the children served. For example, a building used primarily for children should reflect the needs of children such as tables, chairs, toilets being child-sized.
3. **Age-appropriate personal appearance.** We do not have much control over this area as the students are here for training part of the day and are not residential clients so parents are in charge of dressing and purchasing clothing.
4. **Age-appropriate activities and routines.** A particular type of activity may be clearly identified with persons of a specific age, but there also needs to be a balance of different activities as well as quality of the activities. Everyone plays, but games and rules are different for different age groups. Snack, lunchtime and naptime should be at reasonable times for the child's age in relation to a regular preschool day and routine. Timing of activities should be appropriate for the children and not just for agency or staff convenience.
5. **Age-appropriate labels and form of address.** The way in which one refers to children in one's communication processes should be age-appropriate. Consideration should be given not only to direct but also indirect forms of address and labels such as gestures and tones of voice. Addressing a child by his first name is universally accepted as appropriate

address. One should not talk about a child who is present and can understand what is being said about him, as if he were either absent or incapable of understanding.

6. **Age-appropriate autonomy and rights.** Certain types of autonomies and rights are specific to age. Typically one has only a few rights as an infant and these rights gradually increase with age. Persons of all ages have rightful claims upon protection of the law, upon certain services, upon reasonable safety, upon at least minimal protection against exploitation and commercialism, etc.

In regard to personal possessions, there should be respect and even encouragement of personal property including generous space for one's possessions.

To maximize a client's autonomy and rights consistent with his age, we should give him the same amount of control over his own actions, decision-making, wishes and desires as any other person of comparable age and we should not expose him to any rules and regulations that are excessive or inappropriate.

7. **Age-appropriate possessions.** Every effort should be made to support the right to personal possessions and encourage the client to have and value those possessions which are considered appropriate for his age group.
8. **Age-appropriate sex behavior.** Planning for appropriate sexual development and identity should be a concern from infancy onward. Young children should receive developmental experiences through heterosexual socialization activities and exposure to models of appropriate behavior for each sex.

Materials from Program Analysis of Service Systems
By Wolf Wolfensberger and Linda Glenn
National Institute on Mental Retardation

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

Employee _____

DOE _____

I have read "The Principle of Normalization".

Signature of Employee

Date

CHILD ABUSE AND NEGLECT IN FLORIDA

A Guide for Professionals

From July 1988 to June 1989, over 100,000 reports of child abuse and neglect were received. That figure is shocking, but even more shocking is the fact that for every case of child abuse reported, two more go unreported. Professionals in daily contact with children are the first line of defense against child abuse and neglect. Suspicion on the part of a teacher, school nurse, child care provider, physician or law enforcement officer often results in the successful diagnosis of abuse or neglect. Such a diagnosis is the necessary first step to treatment for both the child and the family. This pamphlet is intended to provide guidelines for use by professionals in recognizing and reporting abuse and neglect in Florida.

The Law

Chapter 415, Florida Statutes, protects children and disabled or aged adults from abuse and/or neglect. (Children are defined as persons under 18 years of age. Section 415.504 provides for a central abuse registry, (1-800-96-ABUSE). In the Department of Health and Rehabilitative Services (HRS) to receive reports of abuse and neglect and defines who must report abuse. The law assigns to HRS all responsibility for receiving, investigating and acting upon such reports.

Child abuse is defined as including any nonaccidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare. Child neglect is failure to provide adequate food, clothing, shelter, health care or needed supervision.

People other than the child's parents who may be responsible for a child's welfare include legal guardians, foster, group or nursing home operators, babysitters, family day care home operations or day care workers and public or private institution workers. Abusers may also be other persons living in the home or having access to the child, such as other family members, roommates or persons co-habiting with a child's parent.

Reporting Abuse

Anyone who knows or has reasonable cause to suspect child abuse or neglect is required to report that abuse or neglect. Any person failing to report, knowingly preventing another from doing so or making a false report, is guilty of a second degree misdemeanor and may be prosecuted. Reporters are occupations specified in Chapter 415, F.S., (physicians, nurses, hospital personnel, medical examiners, mental health professionals, school teachers or other school officials, social workers, daycare workers, foster care workers, residential or institutional workers and law enforcement officers) must confirm the oral report in writing to the local HRS Children, Youth and Families Protective Investigations Office within 48 hours of the initial report.

Some professionals have additional responsibilities. For example, the law gives law enforcement officers, physicians and persons in charge of hospitals or similar institutions the authority to take a child into protective custody if that child appears to be in imminent danger. Any person taking a child into protective custody must immediately notify HRS. A physician may authorize a radiological examination for a child without the consent of the parents or legal guardians if he or she has cause to suspect that an injury was the result of child abuse.

In addition, the law directs any required reporter who believes that a child died as a result of child abuse or neglect to report this suspicion to the medical examiner. The medical examiner, in turn, must investigate and report his findings in writing to the local law enforcement agency, state attorney's office and HRS.

Immunity from Liability and Confidentiality

Florida law protects those reporting child abuse in two ways – immunity from liability and confidentiality. Anyone making a report “in good faith” is specifically immune from any civil or criminal charges that might result. The reporter’s name will not be released to anyone other than HRS employees responsible for Child Protective Services or the state attorney without written consent of the person reporting. The reporter is not required to give his or her name, although all persons are encouraged to do so to facilitate the investigation. In addition, the professional is encouraged to inform the family that he or she is obligated by law to make a report and to stress continuing support and concern for the entire family.

Privileged Communication

In the matter of abuse or neglect, Florida law does not recognize the privileged quality of communication between husband and wife, or any professional person and his or her patient or client. The law holds that privileged communication may not constitute grounds for failure to report suspected abuse or failure to cooperate with HRS or to give evidence in judicial proceedings. The exceptions to this are communication between an attorney and a client directly involved with the court as the result of an abuse/neglect report, and communication between a clergyman and a counselee.

When to Report Suspected Abuse or Neglect

The most readily identified form of abuse is **physical abuse**. Injury may be the result of a single episode or may occur repeatedly. It can range in severity from minor to fatal.

Nevertheless, identifying physical abuse is complicated by the wide acceptance of corporal punishment in our society. The following guidelines are given to help the professional decide if a given incident of corporal punishment constitutes abuse.

- Any injury requiring medical treatment is outside the range of normal discipline.
- One bruise may be inflicted inadvertently, however, old and new bruises, bruises on the face or bruises on a child less than one year of age suggests abuse.
- Any punishment that involves hitting with a closed fist or an instrument, kicking, inflicting burns or throwing the child represents abuse regardless of the severity of the resulting injury.

Sexual abuse is sexual contact between a child and an adult or older child. It may or may not involve physical contact. It may or may not be violent. Non-physical sexual abuse may mean indecent exposure or photography of nude children. Non-violent abuse means fondling, touching sexual organs, sex play. Violent sexual abuse means forcible rape, sodomy, oral sex.

Detection of sexual abuse is made difficult when an abuser uses threats, bribery or similar methods to persuade the child to participate in sexual activity. The child may be told that such activity is okay or that the abuser wants to teach the child about sex. An abuser may tell the child that the way to show love and affection for a parent or relative is through sex. In cases such as these, especially in incest, which is far more common than most people think, the child generally does not report the abuse. The child may feel he or she has been a willing participant. If the abuse is discovered, the child may feel guilty about getting a friend or relative in trouble.

Professionals must be alert to hidden clues indicating that a child may be sexually abused and must exercise the utmost tact in questioning the child.

Neglect is failure to provide the necessities of life for a child. These include adequate nourishment, health care, clothing, supervision and shelter. **Emotional abuse**, or neglect means deprivation of emotional nourishment. These forms of abuse are committed by parents or other persons responsible for

the child's welfare who fail to provide a loving environment in which the child can thrive, learn and develop. Such failure may be manifested by ignoring, threatening, terrorizing or simply rejecting the child.

Suspected abuse should be reported as quickly as possible. Often a successful investigation depends on the counselor's ability to document abuse/neglect indicators or injury. You should not wait until the abuse has occurred three or four times; to wait until you are "sure" may be to wait until it is too late.

Proof of abuse or neglect is not required to make a report; "reasonable cause to suspect" is all that is required. It is the responsibility of HRS to determine whether or not the abuse or neglect is actually occurring and to take protective action on behalf of the child. If additional incidents occur after the initial report has been made, make another report.

As previously stated, after making a report, the professional reporter must confirm the report in writing to the local HRS office within 48 hours. HRS provides forms for this purpose. The reporter may choose to complete an HRS Form 1292, supplied by the local offices or the central abuse registry, complete their own form or submit the information on their own stationery. The professional wishing to be contacted by the protective investigator or to be included in any treatment or services should make this known in both the oral and written reports.

How to Report Suspected Abuse or Neglect

The report must be made to the Florida Protective Services System toll free abuse registry line 1-800-96-ABUSE (1-800-962-2873) operated 24 hours per day. Reports should include the following:

- Names & addresses of child, parent(s), guardian(s) or other persons responsible for the child's welfare.
- Child's age, race, sex and sibling's (s) name(s).
- Nature and extent of alleged abuse or neglect.
- Identity of abuser, if known.
- Reporter's name, address and telephone number if desired.
- Other information reporter believes would be helpful in establishing cause of injury or neglect.
- Directions to the child's location at the time of report.

After a report is made, an HRS child protective investigator is assigned to conduct an investigation which will include an assessment of the family situation and an evaluation of the immediate safety of the child. In addition, a service counselor may be assigned, during the investigation, to work with the family, teaching parents better parenting skills and ways to cope with life's pressures.

At times, however, a child may be in immediate danger or the parents may be unresponsive to all efforts to improve the situation. In such cases, removal of the child may be necessary.

The Department of Health and Rehabilitative Services relies on citizens to report child abuse and neglect. Professional persons are especially able to provide this information and are both legally and ethically obligated to do so.

It is the responsibility of all citizens of the state of Florida to protect our children. If you have knowledge of or reasonable cause to suspect abuse or neglect of a child, call 1-800-96-ABUSE (1-800-962-2873).

What To Do After The Report Is Made

- Comfort the child.
- Reassure the child that the people who will be investigating the situation are there to help.
- Continue to observe the child and the child's behavior in the event that abuse recurs.

Physical and Behavioral Indicators of Child Abuse and Neglect

	Physical Indicators	Behavioral Indicators
Physical Abuse	<p>Unexplained bruises and welts: -on face, lips, mouth -on torso, back, buttocks, thighs -in various stages of healing -reflecting shape of article used to inflict injury(Extension cord, belt buckle, etc.) -on several different surface areas -regularly appear after absence, weekend or vacation</p> <p>Unexplained burns: -cigar, cigarette burns, especially on soles, palms, back or buttocks -Immersion burns (sock like, glove-like, doughnut shaped on buttocks or genitalia) -patterned like electric burner, iron, etc. rope burns on arms, legs, neck or torso</p> <p>Unexplained lacerations or abrasions -to mouth, lips, gums, eyes - to external genitalia</p>	<p>Wary of Adult Contacts</p> <p>Apprehensive When Other Children Cry</p> <p>Behavioral extremes- -aggressiveness or -withdrawal Frightened of Parents</p> <p>Afraid to go home</p> <p>Reports injury by parents</p>
Physical Neglect	<p>Consistent hunger, poor hygiene, Inappropriate dress</p> <p>Consistent lack of supervision, especially in dangerous activities</p> <p>Unattended physical problems or medical problems</p> <p>Abandonment</p>	<p>Begging, stealing food</p> <p>Extended stays at school (early arrival and late departure)</p> <p>Constant fatigue, listlessness or falling asleep in class</p> <p>Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caretaker</p>
Sexual Abuse	<p>Difficulty in walking/sitting</p> <p>Torn, shredded or bloody</p> <p>Bruises or bleeding in external genitalia, vaginal or anal areas</p> <p>Venereal Diseases, especially in in pre-teens</p> <p>Pregnancy</p>	<p>Unwilling to change for gym or participate in physical ed. class Withdrawal, fantasy or infantile behavior</p> <p>bizzare, sophisticated, or unusual sexual behavior or knowledge</p> <p>Poor peer relationships Delinquency or runaway</p> <p>Reports sexual assault by caretaker</p>

Emotional
Maltreatment

Speech Disorders
Lags in physical development
Failure to thrive

Habit disorders (sucking, biting, etc.)
Conduct disorders (anti-social, destructive)
Neurotic traits (sleep disorders, inhibition
Of play)
Psychoneurotic Reactions (hysteria, obsession,
compulsion, phobias)
Behavior extremes:
-compliant, passive; aggressive, demanding
Overly adaptive behavior:
-Inappropriately adult or infant
Developmental lags (mental, emotional)
Attempted suicide

HRS/PI 175-17 12/90

CHILD ABUSE & NEGLECT

Reporting Child Abuse and Neglect

An important factor in providing quality care to young children is to insure their health and safety by protecting them from abuse and neglect both in their home and in your care. Approximately one million children are abused or neglected annually — 2000 will die each year as a result of abuse. It can be assumed that any child in your care can be or has been a victim of child abuse. This societal problem crosses all ethnic, cultural and income groups. It occurs to girls and boys by men and women who are within or outside the family. It is children in their first three years of life who are most vulnerable to physical abuse. The role for those who work with children is to identify the problem and to responsibly react to potentially abusive situations so that children may be protected.

Child abuse occurs as a response to stress. This stress can naturally be triggered by the pressure of meeting the many needs of young children. In addition, isolation, financial strains, illness (including chemical dependency or depression), work, discrimination or lack of resources can contribute to this stress of adults who care for children. Child abuse can also result from a pattern of discipline which includes physical punishment. The highest correlate of abuse is the abuser's own experience. Many adults who abuse or neglect children have experienced similar treatment and instinctively treat children as they were treated.

To stop child abuse, the cycle of abuse must be broken so that children do not grow up to be abusing adults. Child care providers can be important in breaking this cycle through responsible reporting of suspected or identified abuse. To fulfill this role, this process needs clarification.

Who Must Report

Anyone can report child abuse and neglect. Each state has a mandatory reporting statute. In some states, child care workers are included in the group mandated to report suspected abuse and neglect, meaning that as a child care provider you report any suspected abuse or neglect. Each child care program needs to be aware of their state's mandated reporters to determine their responsibility. In some states, failure to do so may be an offense punishable by fine or imprisonment.

What Must Be Reported

Every state has laws requiring that suspected child abuse be reported. Each state also defines abuse somewhat uniquely, usually including the elements of non-accidental physical injury, neglect, sexual abuse and emotional abuse. Everyone needs to be aware and have an understanding of the definitions used by their state. As a responsible reporter only suspected abuse need be reported to the appropriate agency. It is then the agency's responsibility to determine if abuse has occurred. In most cases it will be the physical signs and behavioral characteristics of a child which will lead you to suspicion of abuse.

Why a Report Must Be Made

In addition to protecting children and complying with state laws, reporting child abuse and neglect serves other functions:

- Provides relief to families: Abuse is sometimes a "cry for help" so as to get outside people to impose limits where inner controls are not effective.
- Halts abusive behavior: The cycle of abuse is interrupted as services and education to the family are provided.

- Begins change for the family: Appropriate services can be provided after an assessment of the family situation is made.
- Provides relief to the concerned reporter. The reporter has not only fulfilled a responsibility but has given the family an opportunity to change.
- Provides statistical information: Data is needed to assess the extent of abuse so as to plan needed services for abusive families.

How to Decide to Make a Report

One fear in reporting is how to handle the delicate feelings of children and families while also dealing with your own reactions and feelings. Several basic guidelines should be considered when intervening with children and families when abuse and neglect is suspected.

- Always believe the child.
- Keep in mind that other children may be involved.
- Remember your concern for the child's safety.
- If possible, involve another professional in this process to provide support and feedback.
- Document observations, concerns and procedures followed.
- Use child protective services as a resource. Ask questions, share information and get opinions to assist in the reporting process.

How to Make a Report

Every state has at least one agency to receive reports of suspected abuse and neglect. Reports need to be made promptly to the appropriate agency. If in doubt of who to call, or if the child is in immediate danger, call the local police. Be prepared to provide specific information about what you observed, heard and were told. Names, addresses, phone numbers, and parents' names will be needed. In many cases, a written report will be requested, following an oral report.

What Happens When a Report is Made

The responsibility of child protective services is stated as follows:

- Respond promptly to reports of alleged neglect, abuse or exploitation of children to determine the validity of the report;
- Assess the damage to children resulting from neglect and abuse; Evaluate the risk of further injury to the child while in the home and whether the child should remain in the home while rehabilitative services are provided;
- Determine and identify the family problem or problems which contribute to or result in neglect or abuse;
- Evaluate the potential for treatment to correct conditions and rehabilitate the family;
- Plan a course of treatment calculated to stabilize and rehabilitate the family through services of the protective agency and the use of other appropriate community resources to meet special needs of the child and parents;
- Initiate the treatment plan and stimulate involvement of services from community resources to meet identified special needs;
- Invoke the authority of the courts where treatment potential is minimal or where there is risk if the child remains in the home.

A specific person is assigned to accomplish these tasks. Child care workers and other professionals may be requested to give further information once an investigation is underway.

Due to confidentiality and privacy laws, child protective services may not be able to give out information about the status of the family reported. Attempts should be made to obtain the allowable information. In some cases, child protective services will be able to share the agency's determination that the report was substantiated, unsubstantiated or inconclusive, and the agency's intent to provide services. When in the best interest of the child, no information will be provided.

From Child Abuse and Neglect, The Hennepin Co. Guide for People Who Work With Children.

Policy and Procedure for Reporting Child Abuse

The process of reporting child abuse and neglect can be complicated and stressful for child care providers. To alleviate some of the confusion, all programs should have written policy and procedures for staff. This information should be shared with parents that enroll in the program. Considerations on policy and procedures are listed:

1. A statement of the program's concern for children's health and safety.
2. Specific definitions of abuse and neglect as stated by law.
3. Legal responsibilities of child care staff in reporting abuse and neglect.
4. A list of agencies to whom reports are made.
5. Clarification of who makes reports.
6. A statement of necessary facts needed in making a report.
7. Clarification of what documentation is necessary.
8. A copy of a reporting form.
9. Internal communication needed when making a report.
10. Procedure for written reports to appropriate agencies.
11. Procedure for approaching parents.
12. Procedure for follow-up on reports made.
13. Resources for information and assistance when caring for abused and neglected children.
14. Policy and procedure for incidents of suspected abuse by a staff member.

These policies should be presented and reviewed often and can accompany staff training regarding abuse issues.

County child protective services and state human service divisions will be useful in developing policy that conforms with county procedures and state laws.

STAFF CONCERNS REGARDING ABUSE

- *What if I am wrong?*

A child care provider who reports "suspected" abuse in good faith cannot make a "wrong" report. In most states, those who made reports in good faith are immune from civil or criminal liability.

- *What will happen to the child?*

Each case is handled individually. Depending on the severity of the abuse and other assessments of the family a decision will be made whether to remove the child for safety reasons. In some cases, an adult may be removed from the home. In most cases, services to the family will focus on rebuilding family relationships.

- *What good is my report?*

Child care workers often feel powerless in the process of reporting. Each report causes a disruption to an abusive situation and alerts authorities to the potentially abusive families. Sometimes the impact of your report will not show effect until much later, possibly after the child has left your care. It is important not only to look at immediate result and changes, but at long term effects a single report may have.

- *Will my report cause a parent to harm the child further?*

This is often a concern and sometimes a problem. If this is a fear, convey this to the authorities. You make your report so they can assess this danger. In reality, there is probably more harm to be done if a report is not made. To the parent it may seem that you are condoning their treatment of the child.

- *Should I report emotional abuse or neglect?*

If in doubt, YES. This type of abuse and neglect is difficult to substantiate, but if unreported it is likely that no change will be made in the treatment of the child. Be aware of other kinds of abuse or neglect (physical, sexual) that may be occurring with the same children. In some cases, providing education and information to the parents can be a role the child care provider and child protective services can assume.

- *What do I do to help an abused child heal?*

Many child care providers are left with a feeling of helplessness, and powerlessness when they are to care for abused or neglected children. Responsible reporting is only one role; effective programming for the abused child is another very important role. Training resources for this information should be sought.

**ASSURANCE OF COMPLIANCE
WITH THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

_____ (hereinafter called the "Applicant")
Name of Applicant

HEREBY AGREES THAT it will comply with the Title VI of the Civil Rights Act of 1964, PL 88-352, and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education and Welfare (45 CFR Part 10) issued pursuant to that title, to the end that. In accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar service or benefits. If any personal property is as provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of the applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance and the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant.

Applicant

Date



CMV: Diagnosis, prevention and treatment

Second edition

Cytomegalovirus program

Introduction

This is the second edition of a brochure on cytomegalovirus (CMV) published by the Children's Biomedical Research Institute of Children's Hospital of St. Paul. The enthusiastic response to the first edition from families of children with CMV infection, and from a wide range of professionals who work with these children, reinforced our belief that this information meets a crucial need. We also felt it was important to update the brochure to reflect new advances in our understanding of CMV.

Our goal for this brochure is to provide up-to-date, basic information on CMV written in a layperson's language. This brochure includes several very broad guidelines on management of CMV, but it does not provide specific, detailed recommendations on public health issues, clinical management of CMV or epidemiology, because the information in these areas changes so quickly. In areas where definitive statements cannot be made, we will be pleased to provide additional information or to help you gain access to resources.

Since publishing the first CMV brochure in 1984, Children's Hospital has become a nationally recognized CMV research center and has formed the Children's Biomedical Research Institute to conduct a concerted, organized study of viruses. The research institute is committed to serving as a centralized, national resource for information on CMV. Over the years, our work with children who have CMV and their families has convinced us of the need for a coordinated center to disseminate information on CMV. Facilitating communication among families who have a child with CMV is an important part of this effort.

Please contact the Children's Biomedical Research Institute if you need the following information:

- Access to families in the United States who have children affected by CMV.
- A detailed bibliography on CMV.
- Published recommendations from various agencies on the management of CMV.
- Names of resource people who can answer questions on CMV.

■ Specific information on the basic and clinical research program on CMV at the Children's Biomedical Research Institute and at other laboratories that study CMV.

This brochure is our effort to provide helpful information and to extend an invitation for communication. We welcome your feedback and your support in our efforts to educate the public, assist families, and bring about advances in research that will eliminate CMV as a health problem. I firmly believe that our greatest success in conquering CMV will come about because those of you with the greatest interest will become our partners in this important work.



Richard C. Gehrz, M.D.
President and Scientific Director,
Children's Biomedical Research Institute

Basic information on CMV

What is cytomegalovirus (CMV)?

Cytomegalovirus (CMV) is a common virus that is harmless to most people. (Viruses are the smallest known infectious agents that cause diseases.) In fact, most adults and children who develop a CMV infection have no symptoms and are unaware that they have come into contact with CMV.

CMV infection can harm some groups of people. CMV poses the greatest risk to developing fetuses, in some cases causing mental retardation and physical disabilities. CMV infection also may harm people who lack natural immunity to infection due to disease or medications.

CMV is a member of the herpes group of viruses. Besides CMV, the other herpes viruses are:

- Herpes simplex virus Type 1, which causes cold sores of the face and mouth.
- Herpes simplex virus Type 2, which causes genital herpes.
- Epstein-Barr virus, which causes infectious mononucleosis.
- Varicella-Zoster virus, which causes chicken pox and shingles.
- Herpes 6, which is the probable cause of roseola, a common childhood disease marked by a rose-colored rash.

How common are CMV infections?

Most people have caught the virus by the time they reach adulthood, but it also is common among children.

Why is CMV considered to be a public health problem?

For most people, CMV infection is nothing to worry about. It is very common for a person to come into contact with CMV, develop an infection and have absolutely no symptoms or problems as a result.

However, CMV is the cause of a wide range of disabilities in some children whose mothers caught the virus for the first time during pregnancy. These disabilities include hearing loss, mental retardation and delays in development.

CMV is as common a cause of birth defects in children as the more widely known Down's Syndrome. About 5,000 children born each year in the United States are mentally retarded and/or physically disabled as a result of CMV infection.

Adults whose natural immunity to infection is suppressed, such as those who receive chemotherapy treatments for cancer or who undergo organ transplants, may develop symptoms of illness from CMV infection, including fever, loss of appetite or pneumonia. CMV is also among the most important of the serious illnesses faced by patients with acquired immune deficiency syndrome (AIDS).

What are the symptoms of CMV infection?

Most children and adults have no symptoms from CMV infection and are not harmed by the virus. But on occasion, a person develops temporary symptoms that are similar to mononucleosis: fever, sore throat, fatigue and swollen glands.

What happens in the body during a CMV infection?

CMV causes an infection (called a primary infection) the first time a person gets the virus. During an infection, CMV is excreted in body fluids. The body's immune system produces chemicals in the blood, called antibodies, and immune cells, called lymphocytes, that fight CMV and enable the person to recover. The virus itself remains in cells of the body in an inactive or latent state, probably for the rest of the person's life.

The latent CMV can be reactivated to cause a new infection under certain circumstances, including pregnancy, old age, or because a person is taking drugs that suppress natural immunity. During a reactivated infection, CMV again is excreted in body fluids. Perfectly healthy people frequently reactivate CMV and have no symptoms.

Spread of CMV

How is CMV spread?

Close person-to-person contact is the way CMV usually is spread. CMV may be found in body secretions, including urine, saliva, feces, blood and blood products, semen and cervical secretions. Therefore, contact with any of these secretions may result in transmission of the virus. Also, there is evidence that small amounts of the CMV virus may be carried on inanimate objects, such as toys. But there is no evidence that this is a common means of spreading the virus.

Because people are exposed to CMV so often, most eventually develop a CMV infection. However, only a small amount of virus is present in body secretions, so the chance of catching CMV from any single exposure is small.

In addition, a pregnant woman who has CMV infection may transmit the virus to her developing baby. A baby also may be infected with CMV during birth or early in infancy.

In what way could a baby be exposed to CMV during the process of birth?

A pregnant woman who excretes CMV in the cervix may pass the virus to her infant during a vaginal delivery. This is called perinatal CMV infection and is considered to be a normal occurrence.

Infants exposed in this manner do not develop evidence of CMV infection until about a month after birth. In most cases the infection causes no symptoms. If symptoms appear, they are temporary and rarely are serious.

What are the ways an infant could be exposed to CMV?

CMV infection during early infancy also is considered to be a normal occurrence with no long-term risks.

One of the most common ways infants are exposed to CMV is through breast milk. About one in every 10 mothers excretes CMV in breast milk and just over half of their infants become infected with CMV. Infected infants usually develop no symptoms of illness.

Infants also may be exposed to CMV through the body secretions of older children, parents or hospital personnel. Contracting CMV usually requires direct contact with these secretions, since CMV is not readily spread in small droplets similarly to typical respiratory viruses. Sometimes premature infants cared for in hospital newborn intensive care units acquire CMV through blood transfusions. There will be no long-term effects, but the CMV infection may cause temporary illness, most commonly pneumonia or enlargement of the liver or spleen.

Is there anyone who would be at risk from coming into contact with a person who is actively excreting CMV virus?

Yes. Although exposure to CMV is harmless to most people, there are three groups who may be at risk from CMV infection:

- The unborn children of women who catch CMV during pregnancy. A pregnant woman who has never had CMV infection and catches the virus for the first time may pass it across the placenta to her unborn child. The virus may cause damage to the fetus.
- Immunosuppressed patients. The natural immunity to infection is suppressed in some patients because they receive certain drugs for medical treatments, such as chemotherapy or organ transplants. Although their immunity is decreased, they are not any more likely to pick up CMV than a normal person; however, those who do catch the virus are more likely to develop a significant clinical illness.
- Patients who have an immune deficiency disease, which inhibits the body's ability to fight off agents of infection.

Congenital CMV

How common is CMV infection among babies born in the United States?

Infants who have CMV infection at birth fall into two groups: those who do not have symptoms of infection and those who do.

One in 100 infants born in the U.S. has CMV infection but appears to be perfectly normal at birth. Of these infants, about 10 to 15 percent will develop disabilities stemming from damage that CMV causes to the central nervous system. The disabilities may include hearing loss, delays in development, psychomotor retardation, low IQ and learning problems.

About one in 1,000 babies born in the U.S. shows symptoms of CMV infection at the time of birth. These infants usually have a more severe form of the disease and frequently have neurological effects such as mental retardation or deafness.

What effects could CMV infection have on an unborn child?

CMV infection during the prenatal period (called congenital CMV infection) can cause a very broad range of symptoms. These symptoms may be present when a baby is born, or may become present during the first few years of life.

Congenital CMV infection may interfere with development of the unborn child's central nervous system, causing moderate to profound mental retardation or hearing loss. Infection during pregnancy also may lead to pneumonia, bleeding problems, infection of the liver and spleen and smaller-than-normal head size. Babies born with these symptoms have cytomegalic inclusion disease. Cytomegalic inclusion disease is the most severe form of congenital CMV illness.

Infants also may be infected congenitally and have no symptoms. These infants presumably were able to control the infection to some degree during the pregnancy. Most of these infants never develop symptoms and have no permanent complications from the infection. Yet, a small number who excrete the virus as newborns will develop disabilities later on. These disabilities may include hearing loss, delays in development, psychomotor retardation, low IQ and learning problems. Occasionally, patients who were infected with CMV congenitally develop a temporary illness later in infancy, such as pneumonia or enlargement of the liver and spleen.

Rubella (German measles) may cause a congenital infection in an unborn child. How does CMV infection during pregnancy compare to rubella?

There are several important differences between rubella and CMV infection during pregnancy. First, a pregnant woman who contracts rubella often realizes she has had it, because she may develop a rash. CMV, however, usually does not produce any symptoms of illness, so the woman would not know that she had been infected with CMV. Second, with rubella there are clearly defined risks that the fetus will be affected by the infection. The exact risks from CMV infection to the fetus are unknown. Third, rubella and CMV can cause different types of damage to the fetus.

In the past, rubella was a common cause of congenital infection. But today it is rarely a source of congenital infection because there is a safe, effective vaccine.

Acquired CMV

What usually happens when a child or adult acquires CMV?

CMV is frequently acquired by children and adults. In most cases, they will not develop any clinical symptoms of infection. Occasionally, a person will develop a transient illness from CMV that resembles infectious mononucleosis.

How does CMV affect people whose immune systems are weakened?

There is a greater likelihood that people with weakened immune systems may develop clinical illness due to CMV. This group includes:

- ❑ People born with a defective immune system, which cannot effectively fight off infection.
- ❑ People who develop an immune deficiency from disease or from receiving drugs that suppress the immune system.

For people in these groups, CMV may cause serious illness. In transplant patients and people with AIDS, CMV is among the most common causes of illness and death. In most cases, these patients develop illness in one of two ways: from reactivation of the CMV virus already present in their bodies; or through exposure to blood products or organs involved in transplantation that contain the CMV virus.

Although people with depressed immune systems are at no greater risk of being infected with CMV than anyone else, the consequences are more serious if they get an infection.

The following strategies are suggested for people with weakened immunity:

- ❑ When possible, blood products or organ donors should be selected to minimize the patient's exposure to CMV.
- ❑ Patients with serious CMV infections currently are given antiviral drugs to inactivate the virus. However, the currently available drugs are not clearly effective in treating most forms of CMV infection.

How does CMV affect workers in health care settings?

Research has shown that workers in hospital settings, when they use careful hygienic precautions, are at no greater risk of CMV infection than members of the general public.

This group includes nurses and other health care professionals who work in hospital settings where CMV is present, such as dialysis units, transplant units and newborn intensive care units.

How does CMV affect day care centers?

Research indicates a high incidence of CMV infection among children in day care centers and other child care settings. This does not represent a health hazard to these children.

Recent evidence suggests that workers in day care centers and parents of children in day care centers may be at higher risk of becoming infected with CMV than members of the general public. Therefore, day care workers and parents who are immunosuppressed or women who are pregnant should use reasonable hygienic precautions to minimize their exposure to CMV.

Pregnancy and CMV

What may happen when a pregnant woman acquires a CMV infection?

A pregnant woman may transmit CMV across the placenta to the developing fetus. In terms of the possibility of damage to the fetus, it is important to distinguish between first-time CMV infections and reactivated infections.

First-time infections

The most serious problems from CMV infection occur when a pregnant woman develops a CMV infection for the first time in her life and transmits the virus to the fetus. The resulting infection is called a congenital infection.

Studies show that there is a 1 percent chance of a woman developing a CMV infection for the first time during pregnancy. It is important to emphasize that fewer than half of all women who catch the virus for the first time during pregnancy pass CMV along to their unborn babies. Even in those babies infected during pregnancy, only 4 percent develop symptomatic infections.

Most children who were infected congenitally with CMV are healthy at birth and have no medical complications. A small number of infants, however, are affected by the CMV infection. Their disabilities range from mild to severe.

There is no evidence that the time during pregnancy that a woman develops a CMV infection helps to predict the severity of infection to the fetus, as is the case with rubella (German measles).

Although a woman may give birth to an infant who has CMV infection, this does not mean that the woman poses a public health risk to spread the virus to other people.

Reactivated infections

Pregnant women who already had a CMV infection can reactivate the virus in their bodies and pass it along to the fetus. (Reactivation means that a woman develops a new, active CMV infection from the virus already present in her body.)

Reactivation during pregnancy does not seem to pose the risk to the fetus that a first-time (primary) infection does. For unknown reasons, women who have reactivated the virus do not give birth to severely affected infants. These women have antibodies against CMV that may protect the fetus from serious illness in most cases.

A couple has a child born with CMV infection. Could this have an effect on future pregnancies?

When the mother is infected with CMV for the first time during pregnancy, she does not have immunity, so she cannot protect the baby from possible illness from CMV. The chance that subsequent children would be affected by CMV is extremely small because the mother has developed the antibodies that would protect the fetus from CMV.

Management of CMV

What tests are available to diagnose CMV infection?

A person with an active CMV infection excretes the virus in body fluids. To determine whether a person is excreting the virus, specimens are taken from the urine and throat, and cultured in a laboratory. For children who were infected with CMV before birth, the test for CMV can be conducted immediately after birth.

Indirect evidence of active or past CMV infection also may be obtained by testing the blood for antibodies against the virus. For such a test, a blood sample is taken in a physician's office. The sample is sent to a viral laboratory, which determines the presence or absence of antibodies to CMV. Often more than one antibody test must be done to determine whether a person has an active CMV infection.

Is the test for CMV routinely given to adults and children?

No. It is unnecessary for members of the general population to be tested because CMV infection is so common and usually produces no symptoms. It is simply not useful for most people to know whether they have had CMV infection or not. However, a physician may order a test for CMV to diagnose CMV in a patient who has symptoms of infection.

CMV antibody tests are of limited value in evaluating people who have no symptoms of CMV infection, such as children, pregnant women and employees in hospitals and schools. The tests only indicate the presence or absence of antibodies to CMV, but do not tell when the infection took place.

Therefore, a pregnant woman who has a positive CMV antibody test would not know whether she was infected before she became pregnant or during the pregnancy. Without that knowledge, the potential risk of the infection to the developing fetus cannot be assessed. Furthermore, antibody testing for pregnant women and immunosuppressed individuals is not helpful in preventing exposure to CMV, since the virus is primarily transmitted by healthy children and adults.

Is there a way to prevent CMV?

There is no vaccine for CMV available for general use at the present time. Although researchers are working on a vaccine, it will be years before one could be given routinely.

Hygienic precautions, such as handwashing and limiting contact with body fluids, are effective in reducing the risk of CMV infection.

Treatment of CMV

How can CMV be treated?

Medications available today have limited effectiveness in treating most forms of CMV infection. Supportive care to alleviate a patient's symptoms and to minimize the long-term complications of CMV infection is the primary means of treatment at the present time.

What medical treatment is available for infants and children with CMV infection?

The Children's Biomedical Research Institute and Children's Hospital offer a comprehensive program for children with CMV infection. The program links patients with the newest methods of diagnosis and treatment that are being researched and tested at the research institute and other medical centers.

A complete evaluation is the first step for a child with CMV infection or a child suspected of having an infection. Evaluation includes:

- 1 A general medical examination.
- 2 Laboratory procedures to document the diagnosis of CMV infection and to study activity of CMV, as needed.
- 3 An examination to determine damage to the central nervous system.
- 4 A hearing test.

5 Assessment of the child's growth and development.

Early diagnosis of CMV infection is extremely important. After being diagnosed as having a CMV infection, the child is monitored closely. Any problems that develop are identified quickly, and appropriate treatment programs are started as soon as possible. This emphasis on early diagnosis and early identification of any problems benefits the child and family.

Staff members from a number of different medical disciplines work with children in the CMV clinic:

- 6 A physician who is a specialist in working with CMV patients.
- 7 A child neurologist (a physician who specializes in disorders of the central nervous system).
- 8 An audiologist, who tests hearing.
- 9 A pediatric nurse associate, who assesses growth and development.
- 10 A physical therapist.
- 11 Research scientists.
- 12 Social workers.

What kinds of services are offered to families of CMV patients through the Children's Hospital CMV clinic?

Families with a child who is disabled from CMV infection often need assistance in finding resources for care of the child and for helping family members adjust to the situation.

Families come to the CMV clinic from all over the United States. Clinic staff members work closely with families and the patient's own physician to make sure the child and family receive the services they need.

Services include comprehensive clinical and neurological evaluation, and assessment of intellectual and sensory deficits. This program also includes a wide variety of support resources, including access to child development programs, day care centers, programs for retarded children and special education programs for sensory-impaired children.

The CMV clinic works with the patient's family and primary physician to assist in clinical management and accessing community resources. In addition, the program provides instruction and counseling on risks and management of CMV to families, health care workers and the community.

Children's Biomedical Research Institute

What is the purpose of the institute?

Since 1975, Children's Hospital has had a major research program to study the human immune system and how it responds to viruses. The research performed at Children's Hospital has drawn on a large clinical pediatric population and has led to further knowledge about childhood viral infections and development of new methods of prevention and treatment.

Now, an important new research facility has been formed on the campus of Children's Hospital. The Children's Biomedical Research Institute provides central laboratory resources for researchers and a core group of senior scientists. The institute fosters collaborative work between Children's Hospital researchers and interested scientists and clinical practitioners elsewhere.

Among the fields in which research is being conducted are cell biology, biochemistry, molecular biology, microbiology, virology and other research disciplines. In addition, the institute's well-established clinical populations provide an essential resource for trials of new drugs and therapies that result from basic research.

What does the institute study?

The institute studies the nature of viral illness and the manner in which the body protects itself from viruses. Currently, researchers are attempting to understand the structure and biology of CMV and determine the immune responses that protect the individual from infection. As an extension of basic discoveries in the laboratory, the institute is attempting to develop a safe and effective vaccine to prevent CMV infections and new therapies to eradicate the damaging effects of the virus.

How is the institute funded?

Funding for the institute is provided by philanthropy and grants. Since 1979, the laboratories have received funding from the National Institutes of Health (NIH), including a large program project award that supports continuing research on CMV.

A long-term diversified funding base, including contributions from individuals, corporations and foundations, is necessary to continued research. Public support helps to ensure the rapid and efficient delivery of life-saving medical developments to those who need them.

Where is more information available on CMV?

The Children's Biomedical Research Institute is a leading source of information about CMV because of its broad research and clinical programs.

Staff members from the research institute are available to present educational programs to interested groups, such as teachers in schools and rehabilitation centers, physicians, public health nurses, day care center personnel and others who work with children or are involved with public health issues. Call (612) 220-6900 to arrange for a speaker.

For information of a more technical nature, please contact the institute for a list of resource materials from scientific journals pertaining to various aspects of CMV.

Guidelines

For people who are at risk of catching CMV, what guidelines can be followed to minimize the risk of becoming infected?

We recommend the following guidelines as a general approach to reducing the risk of CMV infection. These recommendations have been developed with input from the Minnesota Department of Health, the Hennepin County Community Health Department and the St. Paul Department of Public Health.

If these guidelines are followed, a person's risk of catching CMV is the same as any member of the general population would face. For more specific details, contact your physician or local public health agency.

1. Women of childbearing age should be informed that this virus is widespread, and that prevention of infection from infants and children in any home or occupational setting is best accomplished by observing good personal hygiene, since saliva and urine are major sources of infection. These women should be advised that this virus is of relatively low infectivity, and, in contrast to the transmission of many other viruses, such as rubella and varicella, close physical contact is necessary to transmit CMV virus.

2. Antibody testing for women who work with children cannot be routinely recommended at the present time, since there are no data to indicate that such a program would reduce the risk of congenitally damaged CMV infants.

3. No infant or child with CMV infection should be excluded from any educational program for which he or she is otherwise eligible. The risk of CMV exposure to such children should be viewed in the context of the far greater exposure to many healthy children who are unrecognized shedders of CMV. As in any child care setting, close attention should be given to personal hygiene, such as hand washing after diaper changing or assisting in the bathroom.

4. Immunosuppressed patients and premature infants who are exposed to blood products containing CMV may develop serious illness. For these patients it is advisable, whenever possible, to use blood products from donors not infected with CMV.

5. Pregnant women who work in settings where CMV is prevalent should take reasonable precautions, such as regular handwashing, to minimize their exposure to CMV. Institutions and child care centers may wish to educate employees and parents of children regarding measures that can reduce the likelihood of exposure to CMV and other contagious agents.

Glossary

Antibodies—Chemicals in the bloodstream that fight infection.

Asymptomatic— Showing no signs of infection.

Central nervous system—The brain, spinal cord and nerves.

Congenital CMV infection—A CMV infection occurring before birth.

Cytomegalic inclusion disease—A disease caused by CMV infection before birth which may cause serious problems, including mental retardation, hearing loss, bleeding problems, small head size and infection of the liver and spleen. This is the most serious form of congenital CMV illness.

Excrete—To discharge.

Immune system—The cells and chemicals (antibodies) in the bloodstream that fight infection.

Immunity—The body's ability to resist a particular disease or infection.

Immunosuppressed—A condition in which the body's natural ability to fight infection is suppressed, as a result of illness or receiving certain drugs.

Mononucleosis—A disease affecting the body's lymph system, characterized by enlarged and often tender lymph nodes, an enlarged spleen and a large increase in the number of abnormal white blood cells.

Neurological effects of CMV—The results of CMV infection that affect the body's nervous system and cause delays in a child's development.

Perinatal CMV infection—CMV infection passed from a mother to an infant during the infant's passage through the birth canal.

Postnatal CMV infection—CMV infection acquired by a newborn baby from breast milk, blood transfusions or older children and adults.

Primary CMV infection—The first time a person catches a CMV infection. In most cases there are no symptoms, and the person is unaware that he or she has an infection. Occasionally there are temporary symptoms.

Psychomotor retardation—Delays in the mental and physical development of a child.

Reactivated CMV infection—When CMV already present in the body starts a new infection. This process is common and usually produces no symptoms.

Symptom—A physical indication of disease or infection.

Virus—An extremely small organism that is an agent of infection, causing a specific disease.

EMPLOYEE _____

DOE _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

- A.2.1.2. I have read and understand all information in the Child Development
- A.3.1. Center's personnel manual which includes: Bill of Rights for the Mentally
- A.3.1.1. Handicapped; Behavior Management Guidelines; Summary of P.L. 94
- A.3.1.2. 142; Title VI of the Civil Rights Act of 1964; Title IX of the Education
- A.3.1.3. Amendments of 1972; and "Child Abuse and Neglect in Florida; Child
- A.3.1.4. Abuse and Neglect; and Section 504 of the Rehabilitation Act of 1973;
- A.3.1.5. The Principle of Normalization.
- A.3.1.6.
- A.3.1.7. I have received pre-service training instructions for using the fire
- A.3.1.8. extinguishers; proper safety procedures to evacuate the building;
- A.3.1.9. emergency accident procedures and personal hygiene.

It has been explained to me that employment at the Child Development Center of Polk County, Inc. Is similar to working in any day care situation in which there is exposure to a variety of communicable diseases. These include but are not limited to: CMV, hepatitis A, B, & C virus, herpes simplex, chicken pox, mononucleosis, colds, flu and viruses. I have also read the CMV booklet and been informed about the possibility of acquiring CMV and its possible effects on the fetus.

Signed _____

Date _____

The Child Development Center of Polk County, Inc.

716 E. Bella Vista Street
Lakeland, FL 33805

Name of Employee: _____

Date of Employment: _____

This is to certify that the above named employee has been examined by me on this date and is in good physical condition and able to work with children.

PHYSICIAN'S SIGNATURE

DATE

(863) 683-6504
(863) 688-9292 fax



CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

CERTIFICATION FOR SICK PAY

Employee _____

Date(s) taken _____

Total hours _____

I certify that I or a member of my family was sick and I was unable to attend work.

Employee's signature _____

Date _____

Posted to sick leave _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

REQUEST FOR PERSONAL LEAVE

EMPLOYEE _____

POSITION _____

DATE(S) REQUESTED _____

TOTAL HOURS _____

REPLACEMENT NEEDED? _____

APPROVED _____

DATE _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

REQUEST FOR BIRTHDAY LEAVE

DATE _____

EMPLOYEE _____

POSITION _____

DATE REQUESTED _____

REPLACEMENT NEEDED _____

APPROVED BY _____

DATE _____

REQUEST FOR TIME OFF WITHOUT PAY

EMPLOYEE _____

POSITION _____

DATE(S) REQUESTED _____

TOTAL HOURS/DAY(S) _____

SIGNED _____

APPROVED _____

DATE _____

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

IN-SERVICE CUMULATIVE LOG

STAFF MEMBER _____

HOURS: _____

Stated staff member attended an in-service/workshop concerning:

(Title/topic)

This instruction was provided by _____
(Agency/Instructor)

_____ on _____
(Date)

(Instructor's Signature) (Date)

CHILD DEVELOPMENT CENTER OF POLK COUNTY, INC.

IN-SERVICE CUMULATIVE LOG

Staff Member _____

Hours: _____

Stated staff member attended an in-service/workshop concerning:

(Title/Topic)

This instruction was provided by _____
(Agency/Instructor)

_____ on _____
(Date)

(Instructor's Signature) (Date)

EDUCATION ASSISTANCE APPROVAL FORM

EMPLOYEE _____

COLLEGE ATTENDING _____

COURSES BEING TAKEN _____

COST _____

APPROVED _____

DATE _____

APPROVAL FOR EDUCATION REIMBURSEMENT
UPON COMPLETION OF COURSE(S)

DATE COURSE COMPLETED _____

GRADE _____

AMOUNT TO BE REIMBURSED _____

APPROVED FOR REIMBURSEMENT
ACCORDING TO POLICY _____

DATE _____

VIDEO CONSENT FORM

Child Development Center of Polk County, Inc.

716 E. Bella Vista Street

Lakeland, FL 33805

863/683-6504

The Child Development Center recognizes that the use of in-house produced videos is useful for the staff and parents as an educational tool. In addition, the Center views the production of videos as a means to educate other professionals and parents and as a successful means to raise additional funds for the Center by selling these videos to others who are interested in learning techniques of working with special needs children.

By signing this Video Consent Form, I acknowledge that these videos will be used by the Child Development Center of Polk County and will also be made available for sale to others involved in the field of special needs children.

I acknowledge that the purpose of selling the videos is to generate additional revenue for the Child Development Center of Polk County to further their efforts in working with children with special needs and their families.

My participation in this video is strictly voluntary and I understand that I will receive no payment for my participation. I further understand that CDC is under no obligation to remit any royalties or any other form of compensation to me for any participation by myself or my family in the video described below. I will receive a free copy of each finished video that I or my child has participated in for my own use, but not for resale, copying, distribution or unauthorized public or private presentations. I also understand that all filming and editing rights reside with the Child Development Center of Polk County.

It is acknowledged, understood and agreed that CDC shall be held free from liability of any kind arising as a result of participation by myself or my family members in the making or use of the below described video.

Description of Video(s):

I have read this Video consent Form and agree to all stipulations as set forth.

Signature of Participant

Date

Signature of Guardian for children under 18

Date

TO: PERSONNEL COMMITTEE CHAIRMAN

I would like to request that I be granted an Exit Interview by the Personnel Committee. You may contact me by phone at _____, or at the following mailing address:

at your earliest convenience.

Name

Job Title

Date: _____