



Health and Safety

MANUAL FOR LICENSE EXEMPT PROVIDERS



Green Apple Accreditation of Children's Services
GREEN APPLE |

Email: info@gaacs.org W: www.gaacs.org

CONTENTS

License Exempt Child Care Provider Manual

- ✓ **How to Use this Manual**
- ✓ **Health and Safety Standards**
- ✓ **Religious Exempt Determination Documentation**
- ✓ **Compliance Action Plan**
- ✓ **Member Organizational Chart**
- ✓ **Employment Data Form**
- ✓ **Enrollment Data Form**
- ✓ **Employee Certification Form**
- ✓ **Affidavit of Compliance**

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

HOW TO USE THIS MANUAL

INSTRUCTIONS:

Review the Health and Safety Standards. Check Met or Not Met whichever is applicable beside the standards. Submit a copy of the Religious Exempt Determination, Compliance Action Plan, Employment Data Form, Enrollment Data Form, Employee Certification Form (each employee must sign), and notarized Affidavit of Compliance to Green Apple.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

Met	Not Met	<h1>Health and Safety Standards</h1>
I. Staffing and Administration (Personnel)		
A. Operator/Administrative of childcare facility:		
		1. Has educational credential or Director's Credential appropriate to operation of facility or requisite training as defined by F.S. 402.305, 402.3055, 435.4.
		2. Has been screened, which includes fingerprinting and a background check through local and statewide, agencies for a criminal record. (Employees must be FDLE re-screened every 5 years and Local annually.)
		3. Has in-service training in the operation of a child care facility which includes local and state standards for the health, safety, sanitation, nutrition, record keeping, and transportation needs of children. (See GAACS Standards)
		4. Has attained the age of 21.
		5. Notification of loss of credentialed director is required to GAACS office within 5 days of loss. Programs losing their director will be placed on 6 months provisional approval or until a credentialed director is in place.
B. Staff/Volunteers/Assistants:		
		1. Have educational credentials or the requisite training as defined in F.S. 402.305 (depending on hiring date). All paid personnel within 90 days of employment, shall begin the 45-hour state training and shall complete such training within one year of the date on which the training began. The 5-Hour Literacy Course is also required as of July 2005. Exemptions from all or a portion of the required training shall be granted to child care personnel as defined in Florida Statute. (See GAACS Standards)
		2. One child care staff person for every 20 children enrolled in the facility that operates more than 8 hours a week must have one of the following:
		a. Two year degree or higher with 12 college credits in early childhood/child growth and development
		b. Child Development Associate Credential
		c. State Approved CDA equivalency course
		d. CDA Exemption Waiver Certificate
		3. Have been screened, which includes fingerprinting and a background check through local and statewide agencies for a criminal record. Annually signs the Affidavit of Good Moral Character.
		4. Have in-service training in the staffing of a childcare facility. In-service hours are in compliance with GAACS Standards (10 hours per year).
		5. Have medical statements on file, attesting to the health of each employee or volunteer and testing for tuberculosis are highly recommended.
		6. Have First Aid Certificates for the Standard Course and training in infant and child CPR. A staff person with this training is on the premises during all hours of operation. Annual Blood Borne Pathogen Training is required.
		7. Have attained the age of 16 (volunteers).
		8. Have attained the age of 18 (staff).
		9. All staff has read the DCF pamphlet and has been instructed on the procedures and laws regarding the reporting of child abuse.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

C. Staffing Ratio: Please note that ratios may change in the future.

1. One (1) staff member for:

Age	Number of Children	Children	Staff
Birth to 12 mos.	4	_____	_____
Under 2	6	_____	_____
2 years	11	_____	_____
3 years	15	_____	_____
4 years	20	_____	_____
School Age (Before/After)	25	_____	_____
Totals		_____	_____

2. Mixed Age Ranges:

	All children under two years of age will maintain the current ratio of their specific age group when mixed. Mixed groups with all children over two years age will use the ratio of the children who constitute the majority of the grouping.
	1. In groups of mixed age ranges, where children under one year of age are included, one staff member shall be responsible for no more than four children of any age group, at all times.
	2. In groups of mixed age ranges, where children one year of age but under two years of age are included, one staff member shall be responsible for no more than six children of any age group, at all times.
	3. For every 20 children, a child care facility must have one (1) credentialed staff member pursuant to Section 402.305(3), F.S.

D. Staffing Pattern:

1. Supervision:

	1. An adult staff member is physically present with the children at all times of center/school operation.
	2. In the event of an emergency there is provision for all children to be supervised.
	3. Substitute staff is qualified and, if used more than once per week or more than three times a month, hold the same qualifications as staff.
	4. Volunteer assistants have the same screening on file as the paid staff.
	5. Indoor and outdoor play is supervised by an adult supervisor.
	6. Children being taken to another part of a facility that is outside the perimeter of the child care location are supervised by an adult staff member.
	7. A telephone is readily available for the use of the child care staff.
	8. Field Trip Supervision: An additional adult (18 yrs or older) must be present on all field trips away from the center and during all water activities.
	9. Part time paid staff has the same training and credentialing requirements as full time staff.
	10. During nap time, supervision requires that staff be in close proximity, within sight and hearing of all the children. All other staff required to meet the staff-to-child ratio shall be within the same building on the same floor, and must be readily accessible and available to be summoned to ensure the safety of the children. Nap time supervision, as described in this Section, does not include supervision of children up to 24 months of age, who must be directly supervised at all times.

2. Additional Supervision Requirements:

	1. In addition to the number of staff required to meet the staff-to-child ratio, for the purpose of safety, one additional adult must be present on all field trips away from the childcare facility to assist in providing direct supervision.
	2. If a childcare facility uses a swimming pool that exceeds three feet in depth or uses beach or lake areas for water activities, the childcare facility must provide one person with a certified lifeguard certificate or equivalent unless a certified lifeguard is on duty and present when any children are in the swimming area. hsituations where the childcare facility provides a person with a certified lifeguard certificate or

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

		equivalent, that person can also serve as the additional adult to meet the requirement in subparagraph (d)1, above.
		3. A telephone or other means of instant communication shall be available to staff responsible for children during all field trips. Cellular phones, two-way radio devices, citizen band radios, and other means of instant communication are acceptable.
II. Record Keeping		
<i>A. Required Records:</i>		
		1. Health (Health Form 3040) and immunization (Health Form 680) records are kept current for each child. Responsibility for maintaining these records is with the center/program rather than the parent.
		2. Emergency information/permission card is maintained for each child.
		3. Parent's names and phone numbers are kept for both home and work. Emergency contact information is available if parents cannot be reached.
		4. Accident/incident report forms are to be maintained and shall include description of incident, care provided, supervisor or director and parent signatures.
		5. Staff and student files are too maintained and available during all hours of operation.
		6. School-age children are not required to have health or immunization records to be on file at the child care facility. These records are already on file at the public or private school.
<i>B. Enrollment/Family Data:</i>		
		1. A file is kept documenting the data of enrollment and pertinent information relating to the child. (Birth Certificate required).
		2. The names of any person, other than the parent(s) authorized to pick up the child from the center are on file.
		3. There is verification of any particular physical or mental condition requiring special attention by the center staff. Include dietary allergies, etc.
		4. A record of each child's attendance is kept in the center.
<i>C. Personnel Records:</i>		
		1. A record is maintained that documents the dates of employment, qualifications, screening, and work history of each employee. Medical statements, Child Abuse training, background screening, Affidavit of Good Moral Character, and annual training must also be maintained in this file.
		2. Pertinent facts from this file are made available to parents upon request.
		3. Annual or semi-annual observation/evaluations must be kept on each staff member.
<i>D. Discipline Records:</i>		
		1. Prior to admission, the child care center shall notify the parents in writing of the disciplinary practices used by the center.
		2. A signed (parent's signatures) copy of this notice is kept on file at the center.
		3. Spanking or any other form of physical punishment is prohibited.
		4. Discipline is not associated with food, rest, or toileting.
		5. Parents are notified when discipline problems occur with their child.
<i>E. Transportation Logs:</i>		
		1. A transportation log shall be kept in accordance with GAACS Standards.
		2. The transportation log must record the time of pick up and drop off for each student rider.
		3. The transportation log must record the name of each student rider.
		4. The transportation log must be signed daily by the driver and assistant driver.
		5. The transportation log must record the date.
		6. The transportation log must be reviewed daily by the school director.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

		7.The transportation log must be recorded in legible print and scanned into a computer for safe record keeping.
		8.The transportation log must be maintained on the school bus or van at all times, except when the school administrator conducts a daily review of the log.
F. Attendance Records:		
		Daily attendance of children shall be taken and recorded by personnel, documenting the time when each child enters and departs a childcare center, the custodial parent or guardian may document the time when their child(ren) enter a facility or program. However, child care facility personnel are responsible for ensuring attendance records are complete and accurate. Such attendance records shall be maintained for a minimum of one year. Electronic attendance and attendance forms for Voluntary Prekindergarten or School Readiness may be used if applicable.
Curriculum		
		Every Christian preschool program should have a faith based curriculum. Approved GAACS preschools have utilized standards commercial faith based curriculums and teacher generated. Whether your school decides to go with an approved commercial faith based curriculum or teacher generated curriculum the basic components are the same.
Each curriculum must include:		
		a. Lesson Plans
		b. Designated time for spiritual enrichment activities
		c. Scripture based approach to learning
		d. Scope and Sequence-pupil progression plan
		e. Learning goals and objectives
		f. Subjects: Math, Science, Social Studies, Reading, Writing
		g. Age appropriate bible lessons
		h. Student assessment measurements including: pre and post assessment tools, progress reports, and rewards.
III. Health, Safety, and Sanitation		
A. Fire Safety:		
		1. Facility conforms to all local codes in regard to fire safety and has an annual fire inspection. (Include copy of most recent Fire Marshal's inspection.)
		2. A fully charged fire extinguisher is readily available to the adult workers in case of fire.
		3. There is a posted diagram in each room for evacuation of the center in case of fire.
		4. Fire exits, if applicable, are marked as such.
		5. There is a telephone readily available and the fire department number is clearly posted near the phone.
		6. There is a monthly fire drill and a record of this is kept. The record includes date and time of drill, elapsed time and number of children present. (Include copy of fire drill chart for last school year.)
B. Sanitation:		
		1. The center is cleaned daily including a regular program to insure freedom from insects, rodents, and other pests.
		2. Sinks, lavatories, and rest rooms are cleaned and sanitized daily.
		3. Cribs, mats, and sleeping pads, etc. are cleaned and disinfected daily.
		4. Toys and equipment are cleaned and disinfected daily.
		5. Linens are changed as needed and a program is in effect to see that such are washed and kept in a sanitary manner.
		6. Clean diapers are in good supply at all times.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

CHealth:	
	1. An isolation area is available for children who are ill.
	2. Playthings/equipment is inspected for safety.
	3. First-Aid supplies are readily available. Syrup of Ipecac is no longer required in the first aid kits.
	4. A locked container is available for prescription medicines required by the children. If a locked container is not provided, these items must be kept
	5. Drinking water is from an inspected source and is certified to be free from hazards. (If not on city water/sewerage, include copy of EPA water inspection.)
	6. Reusable cups are not used for drinking water.
	7. Sewage disposal conforms to local building codes and is inspected for proper functioning.
	8. Bathing and toilet facilities are adequate in number and size for the children being served.
	9. Include most recent inspection by Environmental Health Agency.
	10. A child who has head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred.
	11. Parents must be informed in writing of all animals on premises. Methods of notification could include posted notice bulletin, policy handbook, parent flier, or statement included on the enrollment form.
IV. Food Services	
A. Meals and snacks shall be provided for as part of the operation of the center.	
	1. Menus, where applicable, are posted and given to parents.
	2. Provision is made for the special dietary needs of children in the center.
	3. Provision is made for the keeping of snacks sent by parents to insure their security and freshness.
	4. Infant formula, where applicable, is supplied and appropriately kept to insure freshness, and correct identification for each child.
B. Food services facilities shall meet the local code requirements for preparation and service of food in a child care facility.	
	1. Food service area is clean and sanitary, and regularly inspected for same.
	2. Food service area is mopped each day following its usage (more often if necessary for cleanliness).
	3. The preparation area is so constructed to insure cleanliness of the area.
	4. A compartmentalized sink and dishwasher are used. Proper soap and bactericidal solution are used for all food service implements and service dishes.
	5. Provision is made for the sanitary disposal of wastes and garbage. Containers are clean, leak proof, and have lids.
	6. Food storage is carefully controlled to prevent spoilage and inspected to be sure of its adequacy for human consumption.
	7. Suitable provision is made for refrigerated (40 F) or frozen foods (0 F). (Perishables until usage should be kept at or below 40 F.)
	8. A verified thermometer reading is taken daily of refrigerated or frozen foods. The thermometer is readily visible.
	9. Hot and cold water is available and the temperature of the hot water verified to insure cleanliness.
C. Food Service Personnel must certify their freedom from communicable diseases, and have a posted certification of their tuberculin test.	
	1. If food is served, food service personnel must have a Food Handlers Permit. This standard may differ from county to county. Please check with your county to see if this applies to your program.
	2. Personnel wear clean clothing indicative of a sanitary condition.
	3. Employees wear a hairnet, or other hair restraint while preparing food.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

		4. Employees wash their hands each time upon entering the food preparation area.
		5. Suitable hand soap and an appropriate lavatory are available to food service personnel.
		6. Personnel serve items in such a way that contamination is minimized from hands and other foods.
V. Procedures		
<i>A. A procedures manual is available documenting the policies under which the center operates.</i>		
		1. Procedures are listed for each type of emergency situation and the course of action for employees to take in each.
		2. A First Aid procedure is in place that includes notification of parents for any injury, and the aid that is rendered by the center.
		3. A daily schedule is listed for each age group of children, and is available for parents to review.
<i>B. The enrollment/registration process is clearly printed, and available to interested patrons.</i>		
		1. The fee structure of the center is clear and understandable to parents.
		2. Publicity and advertising for the center is honest, factual, and easily understood.
		3. Parents are given, upon registration, a copy of the center's policies and a process by which questions or complaints are to be handled.
<i>C. Parents are informed of staff and policy changes affecting the operation of the center.</i>		
		1. Parents sign and dates the receipt for handbook annually.
		2. The school shall provide written updates to its policies, procedures, hours of operation, and services as needed.
		3. Every effort is made to include parents in the decision making process and meet the needs of children in care.
		4. The hours of operation including: parent pick up/drop off times, and early release days are posted in a conspicuous place.
		5. Parents are provided written notices of new employees including: directors, teacher, and bus drivers.
VI. Facilities		
<i>A. Construction/General Standards:</i>		
		1. The center is constructed and maintained so that it is safe, and meets the standards for a facility to house children. (Include copy of Certificate of Occupancy if first time applicant.)
		2. Adequate plumbing and electrical service is provided to provide for safety and sanitation.
		3. Heating, ventilation, and air conditioning are adequate for controlling the ambient temperature for comfortable operation of the center. (Range of 65 F to 82 F).
		4. Adequate safe storage is provided.
		5. Lighting is adequate, both inside and outside the center. (Average of 20FC).
		6. Toilet and lavatory facilities are adequate for the number of children served.
		One lavatory and one toilet for the first fifteen (15) children served.
		One additional lavatory and toilet for each additional thirty (30) children.
		Total children in center _____
		Total lavatories _____
		Total toilets _____
<i>B. Indoor Space Requirements:</i>		
		1. There is a minimum of thirty-five (35) square feet of usable floor space for each child. If in operation prior to October 1, 1992 this number is 20 sq. ft. per child. (See GAACS Standards)
		2. Infants have a separate floor space for play, outside the cribs. This space is separate from older children, or is not used simultaneously.
		3. Space is provided so that each child may lie down for a nap. This may overlap the play area if pads or mats are stored during the play period.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

	4. Multi-level cots or cribs are not permitted.
	5. Adequate space is provided near entryways, exits, and other doors at all times.
	6. Children up to 12 months of age must have an individual crib for napping.
C. Outdoor Play Space:	
	1. There is a minimum of forty-five (45) square feet of fenced usable space for one-half the total number of children enrolled at the center.
	2. Outdoor space provides shaded areas either naturally or artificially.
	3. The fence surrounding the play area is of a height suitable for containing the children served, and to prevent the encroachment of people, animals, or vehicles into the play area. Typically the fence should be 4 to 6 feet tall.
	4. All outdoor equipment is regularly inspected for safety and adequacy for the children served. Outdoor play surfaces of concrete, asphalt, gravel and other similar non-yielding substances are prohibited beneath any piece of permanently installed equipment. Non-yielding surfaces, shall not exceed one-fourth (1/4) of the required outdoor play space.
	5. Outdoor mechanical equipment is fenced from the play area. (Gas meters, air-conditioning units, etc.)
	6. Playground materials (mulch, sand, etc. are such that it is clean and drained.)
	7. Outdoor seating areas are available for children not able to participate in play.
	8. Access to the play area is controlled by gates, doors, or other suitable barriers.
	9. Grounds are maintained in a well-groomed manner.
	10. The outdoor play area provides opportunities for sun and shade.
	11. A school-age after school program may request permission to be exempt from indoor or outdoor play space. The request must include a plan for inclusion of fine and gross motor skill opportunities for the program.
	12. School-age after school programs may operate without a fence providing certain conditions are met as stated on p. 28 of the F.A.M. 65C-22.
D. Urban Child Care Facilities	
	Child care facilities located in urban areas may substitute indoor play space for outdoor play space, if outdoor play space is not available in the area in accordance with GAACS Standards-Meeting and Exceeding the Standards: A Guide to GAACS Religious Exempt Approval.
VII. Transportation	
A. Local, State and Federal Codes	
	1. All transportation provided by the child care facility must meet local, state, and federal codes for both vehicles and drivers.
	2. Regular mechanical inspections should be made of all vehicles used to transport children and should be documented in facility files and on the vehicle.
	3. Transportation logs must be kept indicating the name of each child, times of departure and arrival and signatures of the driver and second adult checker.
	4. Drivers must make a visual check of the bus for any students left inside the vehicle after each completed trip.
	5. Drivers must verify by signature that the inspection has taken place and all students are accounted for.
	6. The adult checker (second staff member) must verify with their signature that the log is accurate and that they have also conducted a physical inspection of the vehicle verifying that all children are accounted for.
	7. Evidence that a child safety alarm is installed in vehicles used to transport children to and from the childcare facility.
VIII. Staff Listing	
	1. Complete the Organizational Chart, Educational and Employment Data Form, Background Screening Chart, and Training Log.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

IX. Christian Testimony	
	1. All employees can give clear evidence of a Christian testimony including salvation through faith in the death, burial, and resurrection of Jesus Christ as full payment of one's sin.
	2. A Christian Code of Ethics must be established, written, and implemented in the Personnel handbook.
X. Fraud Prevention and Consumer Protection	
	1. The school shall submit photo identification for each employee: (An employee includes: F/T and P/T Staff, Volunteers, Interns, and Assistants)
	Acceptable forms of identification (ID) include:
	<ul style="list-style-type: none"> • Driver's license - must be valid • State of Florida ID - must be valid
	2. The school shall submit the FDLE and Local background clearances for all employees to GAACS within 2 days of employment.
	3. Current schools shall submit a notarized Background Screening form twice a year on June 30th and January 30th. New schools shall submit the notarized background screening form prior to approval.
	4. The Employment Certification Form must be signed and dated by each employee. Employment Certification forms must be submitted through My GAACS Account.
	5. The school shall include background@gaacs.org as a secondary email address to receive the FDLE background clearance results for each employee.
	6. Each employee shall wear an employee identification card/badge which includes: Name, Position, Photo, and Name of School at all times when on the school campus and during school sponsored on/off campus activities.
	7. The Meeting and Exceeding the Standards: A Guide to GAACS Religious Exempt Approval has been ordered and/or received by the school. The school is required to abide by the GAACS Standards written therein.
	8. The school has a written fraud prevention policy which includes steps to ensure there is no fraudulent reporting to the accrediting agency, local, state, and/or federal agencies.
	The Fraudulent Prevention and Reporting Policy includes but is not limited to:
	a. Employee files: Names of Employees, Training, Background Screening, etc;
	b. Students: assessment, attendance, discipline, medical information, and accident/incident reports;
	c. Lunch and snack count: Number of children fed per day;
	d. School Policies and Procedures;
	e. Licensure and/or exemption from licensure; and
	f. Compliance with GAACS standards
	9. Employees are trained on Fraud Prevention and Reporting Policies annually.
	10. The written Fraud Prevention and Reporting Policy is published in the employee handbook.
	11. The Fraud Prevention Policy encourages employees to report incidents of suspected fraud to the administration, the accrediting agency, local, state, and federal agencies.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

RELIGIOUS EXEMPTION DETERMINATION/DOCUMENTATION

In making application to Green Apple Accreditation of Children's Services the provider must attach proof of being owned, operated, insured, and governed by a Church or Parochial School. Documentation of this relationship must include all of the following items:

_____ Church or School By-laws indicating program is a ministry of the church/school.

_____ Declaration page of the insurance policy that names the church/school and the ministry as insured.

_____ Statement from Church governing board indicating church ownership, oversight and governing relationship to the program.

I _____ hereby certify the information provided herein is true, correct, and accurate to the best of my knowledge. I understand that submitting false information will result in the immediate revocation of Religious Exempt Approval, Membership, and/or Accreditation with GAACS.

_____ Name of Early Education Center/Childcare Program

_____ Name of School/Church sponsoring EEC/childcare program

_____ Principal/Director/Administrator

_____ Owner/Operator

_____ Printed Name of Person Completing Form

_____ Signature of person completing form

_____ Date

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

COMPLIANCE ACTION PLAN

AREA OF NONCOMPLIANCE

STEPS TO MEET COMPLIANCE

AREA OF NONCOMPLIANCE

STEPS TO MEET COMPLIANCE

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

Member Organizational Chart

NAME OF SCHOOL: _____ LOCATION: _____

SCHOOL YEAR: _____ DATE: _____

PREPARED BY: _____ GRADE LEVEL/AGES: _____

PLEASE PROVIDE THE NAME AND COMPLETE CONTACT INFORMATION FOR EACH EMPLOYEE.

POSITION/TITLE	EMPLOYEE NAME	PHONE	EMAIL
DIRECTOR			
ASSISTANT DIRECTOR			
LEAD TEACHER			
INFANT TEACHER			
ONES TEACHER			
TWOS TEACHER			
THREES TEACHER			
FOURS TEACHER			
FIVES TEACHER			
VPK TEACHER			
AFTER SCHOOL STAFF			

NOTE: INDICATE N/A FOR ANY POSITIONS YOU DO NOT HAVE FILLED. YOU MAY USE ADDITIONAL PAPER IF NECESSARY TO COMPLETE YOUR ORGANIZATIONAL CHART OR TO RECORD ADDITIONAL POSITIONS NOT INDICATED ABOVE. YOU MAY UPDATE YOUR LIST WITH NEW EMPLOYEES AT ANY TIME BY SUBMITTING A SIGNED EMPLOYEE CERTIFICATION FORM FOR EACH NEW EMPLOYEE.

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

EMPLOYMENT DATA FORM

NAME OF SCHOOL: _____

LOCATION: _____

SCHOOL YEAR: _____

DATE: _____

PREPARED BY: _____

GRADE LEVEL/AGES: _____

PERSONNEL BY CATEGORY: PLEASE INDICATE THE NUMBER OF PAID STAFF AND VOLUNTEERS.

Employee	Full time	Part time	Substitute
Administrative			
Instructional			
Clerical			
Maintenance and Custodial			
Medical			
Financial			
Transportation			
Other (specify)			
TOTAL			

Person completing this form:

Title:

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

ENROLLMENT DATA: PLEASE INCLUDE ALL ENROLLED STUDENTS / AGES BY CATEGORY.

NAME OF SCHOOL: _____ ACADEMIC YEAR: _____

Grades Included in this school	Last year's Enrollment	Current Enrollment	Next Year's Projected Enrollment	Gender M/F
Infants (up to 12 mths)				
Toddlers (13-23 mths)				
Toddlers (24-35 mths)				
Age 3				
Age 4				
Grade K				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Total				

Person completing this form: _____ Title: _____

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

Employment Certification Form

Dear GAACS Background Screening Department:

As a condition of employment in a GAACS Religious Exempt Preschool, I am completing this Employment Certification Form. The statements below best represent my responses to the GAACS required data for employees that work or volunteer in its Religious Exempt Preschools/Schools/Programs. I understand completing this Employment Certification Form is a condition of my school/preschool/program's application for approval as a GAACS Religious Exempt Program.

My employee certifications are as follows:

1. I _____ am currently employed at _____
(name of school) as a _____ (Full/Part Time) _____ (Job Title).
2. I _____ began working on _____ (date of hire).
3. I _____ completed the FDLE and Local background screening requirements prior to working with children. I have not been notified that I was disqualified to work in the preschool/school/program.
4. I _____ am aware of and meet the educational requirements to work in the capacity employed. Furthermore, I endeavor to maintain the training requirements for employees of GAACS religious exempt approved schools/preschools/programs.
5. By signing the Employee Certification Form, I attest the statements herein are true, accurate, and correct to the best of my knowledge:

Sincerely,

X _____

**GREEN APPLE ACCREDITATION OF CHILDREN'S SERVICES
HEALTH AND SAFETY STANDARDS FOR LICENSE EXEMPT PROVIDERS**

Affidavit of Compliance

I/We, _____ have conducted a review of the attached Green Apple Accreditation of Children's Services (GAACS) Health and Safety Standards, applicable forms, and we hereby attest the information provided herein is true, accurate, and correct; and to the best of our knowledge:

School Name _____

Telephone/Fax _____

Address _____

is in compliance and will endeavor to remain in substantial compliance for the lifetime of our membership. We will indicate all areas of noncompliance in this Health and Safety Manual on the "Compliance Action Plan" which is submitted with the paperwork for the GAACS Exempt Child Care. We understand it is our responsibility to adhere to the GAACS Health and Safety Standards, Policies and Procedures, and submit a copy of our inspection report, approval certificate, and annual report to DCF.

(Director/Administrator)

(Date)

(Director/Administrator)

(Date)

NOTARY