

**SONSHINE ASSOCIATION OF**  
**CHRISTIAN SCHOOLS**

6029 Kingswood Drive (850) 623-9976  
Milton, FL 32570 Fax # (850) 623-9559

**TO RECEIVE SACS ACCREDITATION  
A SCHOOL MUST...**

- Complete each and every phase of the application procedure.
  
- Maintain the highest form of discipline and character thorough quality Christian education.
  
- Be in agreement with statement of faith
  
- Pay all dues
  
- Be approved for accreditation by the SACS Board

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**CHRISTIAN SCHOOLS**

6029 Kingswood Drive Milton, FL 32570  
Fax 4 (850) 623-9559 E-mail: btbrainard@bellsouth.net

**SUBJECT: Association Enlistment**

**PROCEDURE-: Complete ALL applicable enclosed information**

- With the completed return. accompanied by \$75.00, (cost of the setting, up file, application, etc.) you will be furnished a 'Certificate of Membership' in the State Incorporated Association to be posted at the location of operation.
  
- Please return to:  
Rev. Tod Brainard, Vice-President  
Sonshine Association of Christian Schools  
6029 Kingswood **Drive**  
Milton, FL 32570
  
- Make check payable to: Sonshine Association of Christian Schools
  
- THANK YOU.

## LETTER OF INTRODUCTION

Accreditation is a means whereby the Sonshine Association of Christian Schools Inc. thereafter abbreviated SACS, may assist participating schools in the pursuit of quality as they seek excellence in their Christian school ministries. Accreditation is a voluntary process. Desiring school should conduct the self-study the basis of their ministries philosophy, policies, facilities.

A prerequisite to accreditation is a philosophy of education that conforms to Biblical standards, a demonstration that the school's program is in agreement with such philosophy, and can meet general standards that are considered characteristic of all SACS accredited schools.

The concepts of being recognized by peers, approved, seeking counsel, and performing a self-analysis are Biblical. Such verses as Romans 12:17; 11 Cor. 8:21; Romans 14:8, 18; Phil. 1:10; James 1:22-25; Proverbs 15:22; and others speak of these concepts.

The Bible exhorts Christians to be self-governed with the aid of the Holy Spirit and to seek wise counselors to grow in wisdom and stature. Accreditation strengthens a school through a self-analysis and then provides the added benefit of wise counselors. Unscriptural standards should not be acceptable for the Christian school.

The purpose of this manual is to acquaint you with SACS.

**PARTICIPANT / ACCREDITED HEALTH AND SAFETY STANDARDS**

Dear School Administrator:

Please fill out the attached pages and return them to the office along with your **Directory Information Sheet and Annual Dues and Assessments.**

Please fill out and include this cover sheet when you return the questionnaire.

Thank you.

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Administrator's Name \_\_\_\_\_

**(Answer all questions with a yes/no or adequate/inadequate)**

**A. PERSONNEL**

**1. General**

- a. Has anyone in your employ (including yourself ever been convicted of a crime involving child abuse, or who is a habitually excessive user of alcohol or who is mentally retarded or mentally ill to an extent that may be injurious to children?  
\_\_\_\_\_
- b. Within five (5) days of employment are all faculty/staff serving children age five or below fingerprinted, screened, and background checked in accord with F. S. 402.301-3197? \_\_\_\_\_
- c. Have all preschool staff signed an affidavit of good moral character as required by the state of Florida. Affidavits may be obtained at a local DCF office?  
\_\_\_\_\_
- d. Have all faculty/staff been cleared by DCF and found not listed on the National Child Abuse Registry? \_\_\_\_\_
- e. Has the ministry sent to the office this year a notarized statement of compliance for health safety and sanitation? \_\_\_\_\_

**2. Minimum Age Requirement**

- a. Is (he director/operator of the faculty at least twenty-one (21) years of age? \_\_\_\_\_

- b. In the absence of the operator, is there a responsible person of legal age in charge of the facility and on the premises at all times? \_\_\_\_\_
- c. Are all other staff at least eighteen (18) years of age? \_\_\_\_\_
- d. Have all non-instructional personnel with direct access to the children 3 hours a day, 15 hours a week, or 40 hours a month complied with (1 b) above? \_\_\_\_\_

3. Health and Examinations

- a. Staff - Within ten (10) days after employment, is a statement on file from a licensed physician or authorized agent of a Florida County Health Department attesting that the staff member is free of tuberculosis as indicated by an approved skin test or x-ray administered within the time frame required in the local county? \_\_\_\_\_
- b. Give the number of staff deficient in the above category. \_\_\_\_\_

4. Training in First Aid

Is there at least two (2) adult *staff members* who have a valid certificate of completion of a Red Cross Standard First-Aid Multimedia Course or its equivalent specifically directed to child care needs that is currently on the premises at all times when children are present in the facility? \_\_\_\_\_

- 5. Pediatric Cardiopulmonary Resuscitation Training. Is there two PCPR trained staff present with children at ALL times? \_\_\_\_\_

6. Ratios of Personnel to children

a. General

- (1) Is the following direct supervision ratio followed?

Age of Children	Ratio
Under 1 years old	1 person for 4 children
1 year old	1 person for 6 children
2 year old	1 person for 11 children
3 years old	1 person for 15 children
4 year old	1 person for 20 children
5 year old	1 person for 25 children
6 year old	1 person for 30 children

- (2) In the groups of mixed age ranges, where infants are included, do you see that one person shall not be responsible for more than six children or any group?  
\_\_\_\_\_

- (3) Where infants are not included, is the staff ratio based on the age of the minimum of the children in the group? \_\_\_\_\_
- (4) Is there arrangement for another adult to be readily available to substitute for the adult in charge in case of emergency? \_\_\_\_\_
- (5) If both non-handicapped and handicapped children are served, is the operator willing to make an adjustment in the staff ratio to ensure adequate and proper care of the handicapped children? \_\_\_\_\_
- (6) Substitutes:
- a. In the absence of regular staff members, are there similarly qualified substitutes, except in actual emergencies of a temporary non-re-occurring nature? \_\_\_\_\_
- b. Is a substitute allowed to serve as a temporary replacement for a staff member for more than three (3) days on a non-re-occurring basis, without meeting the requirements of health exams and training? \_\_\_\_\_
- (7) Volunteers -- Do volunteers who assist on a regular (weekly) basis and who have direct physical contact with children meet the tuberculin examination requirements of staff members? \_\_\_\_\_ (Volunteers who meet the health and age requirements of staff members may be counted in the staff ratio. Remember these employees are subject to screening requirements.)

## B. PHYSICAL FACILITIES

### 1. General

- a. Is any portion of the building used for any purpose which endangers the health and safety of the children? \_\_\_\_\_
- b. Are all surfaces or items accessible to children free of toxic materials? (Lead base paint is prohibited.) \_\_\_\_\_

### 2. Room Occupied by Children.-

- a. Do the rooms have a minimum of twenty foot candles of natural or artificial light and conform to the Southern Building Code? (5 foot candles during napping) \_\_\_\_\_
- b. Is an inside minimal temperature of 65 degrees Fahrenheit maintained when the outside temperature is less than 65 degrees Fahrenheit? (inside temperature may not exceed 85 degrees Fahrenheit.) \_\_\_\_\_

- c. Are medicines, cleaning supplies, flammables, and other potentially poisonous supplies stored out of children's reach and in such a manner as to ensure the safety of children? \_\_\_\_\_
- d. Have employees been trained in accord with OSHA hazardous chemicals requirements? \_\_\_\_\_
- e. Are any firearms kept on the ministry campus? \_\_\_\_\_

3. Indoor Play Space:

- a. Is there a minimum of twenty square feet (35sq. ft. for new facilities built after October 1, 1992) of usable floor space per child? \_\_\_\_\_
- b. If infants are in care, do they have open play space outside of cribs and playpens? \_\_\_\_\_

4. Outdoor Play Space:

- a. Is there a minimum of forty-five (45) square feet of usable, safe, and sanitary outdoor play area per child? (Play area shall be calculated at the rate of forty-five square feet per child in any group using the play area at one time.) \_\_\_\_\_
- b. Is the outdoor play area clean, free of litter, nails, glass, and other obvious hazards? Is all stationary equipment firmly anchored and free of sharp and jagged edges? \_\_\_\_\_
- c. Does the outdoor play area provide both sun and shade? \_\_\_\_\_
- e. Does the outdoor play areas have safe and adequate fencing or a wall at a minimum of four (4) feet in height? \_\_\_\_\_
- f. Are sand or sawdust boxes used in the outdoor play area constructed to allow for drainage, maintained in safe and sanitary condition, and covered when not in use? \_\_\_\_\_
- g. Are all water hazards such as pools, swimming pools, wading pools, ditches, fish ponds, etc. adequately fenced in accordance with accepted safety practices? \_\_\_\_\_

5. Napping Space:

- a. Does the facility include designated areas where a child can sit quietly or lie down to rest or nap? (The capacity of napping space must be a minimum of twenty (20) square feet of usable space per child at rest at any time.) \_\_\_\_\_

- b. Are all bedding such as cots, beds, cribs, or floor pads (mats) covered with non-permeable covers and sanitized daily? \_\_\_\_\_
- c. Are linens individually labeled and laundered at least once a week or more often if necessary? (Linens, if used for more than one child, shall be laundered between usage.) \_\_\_\_\_
- d. Is a minimum distance of eighteen inches maintained between individual napping spaces? \_\_\_\_\_
- e. Are double or multi-decked cribs, cots, or beds used? \_\_\_\_\_
- f. Are infants up- to one year of age in cribs or playpens with sides? \_\_\_\_\_
- g. Are nursery cots used for children one year of age and above? \_\_\_\_\_

6. Toilet and Bath Facilities

- a. Is the child care facility provided with conveniently located toilet facilities? \_\_\_\_\_
- b. Is there one toilet with seat and one wash basin for the first Fifteen children? Is there one toilet and one wash basin for every thirty children thereafter? \_\_\_\_\_
  - (1) If only diaper babies are cared for in the facility, is there one (1) toilet seat plus two (2) basins for every thirty (30) infants? \_\_\_\_\_
  - (2) If potty chairs are used, are they in addition to the above toilet facilities? \_\_\_\_\_
- c. Does any toilet facility open directly into an area where food is prepared? \_\_\_\_\_
- d. Are toilet and wash basins constructed at a level to allow children to conveniently use them? If toilets or wash basins are not installed at this level, has a platform been constructed? \_\_\_\_\_
- e. Are the platforms of safe construction, nonporous covering, and easily clean-able? \_\_\_\_\_
- f. Are children continuously supervised? \_\_\_\_\_
- g. Does each child have their own towel marked, if disposable towels are not used? \_\_\_\_\_
- h. Are toilet facilities supplied with liquid soap dispensers, paper towels, and deodorizers? \_\_\_\_\_

7, Isolation Area: Does the facility include a designated area for a child who becomes ill? (Such space shall be adequately ventilated and heated and equipped with a bed or cot and

materials that can be sanitized easily. Linens and disposable shall be changed after each use.)

\_\_\_\_\_

#### 8. Fire Safety

- a. Does the facility conform to Life Code 101 for fire safety, (or Uniform Fire Safety Standards for Child Care Facilities, Ha. Law Chapter 4A-36 FAC.)? \_\_\_\_\_
- b. Is there a working telephone which is not locked nor a pay phone in the facility? \_\_\_\_\_
- c. Is emergency lighting available in case of power failure? \_\_\_\_\_
- d. When infants are in care, is there an adequate supply of clean diapers, clothing, and sheets at all times? \_\_\_\_\_
- e. Are soiled items placed in covered containers, which are emptied and cleaned, and disinfected daily? \_\_\_\_\_
- f. Are children's wet or soiled clothing and crib sheets changed promptly? \_\_\_\_\_

#### 10. Equipment:

- a. Indoor Equipment: Does the facility have equipment and toys which are safe and sanitized daily? \_\_\_\_\_
- b. Outdoor Equipment: Is there adequate equipment to provide suitable activities for the children served? Is all equipment installed safely and maintained in safe condition? \_\_\_\_\_
- c. Does equipment, which exceeds greater than four feet, have a minimum of 6 inches of impact material under the equipment, such as wood chips or shredded tire? \_\_\_\_\_
- d. Does child care playground equipment exceed 6 feet in height? \_\_\_\_\_

#### C. FIRST-AID TREATMENT AND EMERGENCY PROCEDURES

1. Are there first-aid supplies: soap, bandages, sterile gauze squares, adhesive tape, thermometer, tweezers, and disposable plastic gloves? \_\_\_\_\_
2. Are these supplies kept in a designated location in a covered and labeled "First-Aid? \_\_\_\_\_
3. Are parents notified immediately of any illness or injury to the child in the center? \_\_\_\_\_
4. Are there specific instructions available regarding action to be taken if parents cannot be reached? \_\_\_\_\_

5. Does the operator have at least two back-up emergency contacts designated in the child's records?  
\_\_\_\_\_
6. Does the facility have written instructions from parents for staff to follow in arranging for immediate treatment in emergencies? \_\_\_\_\_
7. Are children showing symptoms of illness during the day removed from the group to the isolation area where they shall receive necessary attention until such time as the facility and their parents can make plans for their care elsewhere or until they are ready to return to the group? \_\_\_\_\_
8. Are all children suspected of having a communicable disease isolated immediately and the condition reported to the parent? \_\_\_\_\_
9. Does the school have a published communicable disease statement in the parent/student handbook?  
\_\_\_\_\_

#### D. NUTRITION

1. Does the facility provide meals and snacks? \_\_\_\_\_
2. Are cafeteria facilities available? \_\_\_\_\_
3. Alternate nutrition plan: If meals and/or snacks are furnished by the child's parent, is there a written agreement signed by the parent and kept on file at the facility? \_\_\_\_\_
4. Have arrangements been made between the operator and a parent for a child's special diet when prescribed by a physician? \_\_\_\_\_
5. Is the physician's order and a copy of the diet and a sample meal plan for the special diet in the child's record? \_\_\_\_\_ -
6. Are menus planned, written, and posted at the beginning of each week? \_\_\_\_\_
7. Are menus dated and posted in the food service area and in the areas where they are accessible to the parents? \_\_\_\_\_
8. Are infants fed, or supervised at feeding and offered foods appropriate for their age? \_\_\_\_\_
9. Is infant formula furnished by the parent, refrigerated, and handled in a sanitary manner by the facility? \_\_\_\_\_
10. Do all children bring their lunch from home?

#### E. FOOD PREPARATION AND FOOD SERVICE REQUIREMENTS

1. Sanitary Facilities and Controls:

- a. Are all rooms where food or drink is stored, prepared or served or where utensils are washed protected from dust, flies, vermin, rodents, and other contamination? \_\_\_\_\_
- b. Are the floors, walls, shelves, tables, utensils, and equipment in these rooms of such construction that they can be easily cleaned, kept clean, and in good repair? \_\_\_\_\_
- c. Is stored food placed in such a manner as to be free from dust, dirt, and splash? \_\_\_\_\_
- d. Are the walls finished in a light color with smooth, washable surfaced up to the level reached by splash or spray? \_\_\_\_\_
- e. Are rooms well-lighted, ventilated, and openings effectively screened? \_\_\_\_\_
- f. Is hot and cold running water, under pressure, easily accessible to all rooms where food is prepared or utensils are washed? \_\_\_\_\_
- g. Are any live animals or fowl kept or allowed in the kitchen? \_\_\_\_\_
- h. Are all multi-use eating and drinking utensils thoroughly cleansed with hot water and an effective detergent, then rinsed thoroughly? \_\_\_\_\_
- i. Is a three compartment sink or a two compartment sink and a dishwasher provided for the above purpose? \_\_\_\_\_
- j. After bactericidal treatment, are utensils air dried and properly stored? \_\_\_\_\_
- k. Is all litter, waste and rubbish placed in suitably covered receptacles until properly disposed or \_\_\_\_\_
- l. Is garbage placed in covered, leak proof containers until properly disposed of? \_\_\_\_\_

2. Food Preparation:

- a. *Is* all food and drink clean, wholesome, free from spoilage and prepared safely for human consumption? \_\_\_\_\_
- b. Is ice cream and other frozen dessert from approved sources? \_\_\_\_\_
- c. Is all milk and other drinking products pasteurized and served from the original containers in which they were packaged at the milk plant? \_\_\_\_\_
- d. Are all readily perishable food or drink kept at or below forty degrees, except when being prepared or served? \_\_\_\_\_

3. Food Storage: Does each refrigerator/freezer used for storage of perishable foods have an accurate thermometer located in the warmest part toward the front side of the appliance so that temperature can be easily observed? \_\_\_\_\_

4. Personnel:

a. Do all employees wear clean garments and keep their hands clean at all times while engaged in preparing and serving food and drink? \_\_\_\_\_

b. Are effective restraints used by food service workers to keep hair from food and contact surfaces? \_\_\_\_\_

c. Are persons suffering from a communicable disease or suspected of being a carrier of organisms that may cause a communicable disease employed for food preparation or service? \_\_\_\_\_ -

d. Do employees in the food preparation and food service area have access to toilet and hand-washing facilities? \_\_\_\_\_

e. Do food handlers wear plastic disposable gloves at all times when dealing with the dispensing of open food or drink? \_\_\_\_\_

#### F. ADMISSION AND RECORD KEEPING

1. Health Examination and Health Maintenance:

a. Upon enrollment, does each child have a written statement on file from a licensed physician or authorized agent of a Florida County Health Department assessing that:

(1) The child is in good health, or that any known irregular condition is under treatment? \_\_\_\_\_

(2) The child is free of tuberculosis as indicated by an approved skin test administered within preceding six (6) months (3) immunizations appropriate to the child's age are up-to-date or in the process of being brought up-to-date?  
\_\_\_\_\_

b. Are immunization records kept current? \_\_\_\_\_

c. Is written Proof of physical examinations filed with the facility every two years after the admission examination? \_\_\_\_\_

2. Enrollment Information: Does the operator obtain and keep current the following enrollment information from the child's parent?

- a. The child's full legal name, birth certificate, current address, and preferred name(s)? \_\_\_\_\_
  - b. The name and address of the parent? \_\_\_\_\_
  - c. Telephone numbers or instructions on how the parent (s) may be reached during the hours the child is in the facility? \_\_\_\_\_
  - d. Names, addresses, and telephone numbers of person (s) who can assume responsibility for the child if for some reason the parent (s) cannot be reached immediately in an emergency? \_\_\_\_\_
  - e. Names and addresses of persons authorized to take the child from the facility? \_\_\_\_\_
  - f. The name, address, and telephone number of a physician or health resource that can be called in case of emergency and the parent(s) written permission to consult that physician or health resource if the parent cannot be reached? \_\_\_\_\_
  - g. If the child's condition requires it is a written health plan on file at the facility? \_\_\_\_\_
  - h. Was this plan developed by a cooperative effort between the child's parent, the operator, and supervising physician and/or other specialists? \_\_\_\_\_
  - i. Does this plan specify the handicapping condition and the special provisions which will be made to meet the needs of the handicapped child? \_\_\_\_\_
3. Personnel Records: Personnel records shall be maintained by the owner/operator for each employee of the facility and regular volunteer.

Do these records include:

- a. Employee name, address, social security, and telephone number? \_\_\_\_\_
- b. Reports of the required health examination and tests? \_\_\_\_\_
- c. Person to contact in an emergency? \_\_\_\_\_
- d. Position and date of employment? \_\_\_\_\_
- e. Current photograph? \_\_\_\_\_
- f. Copies of Fingerprints? \_\_\_\_\_

g. I-9 form? \_\_\_\_\_

4. Medications Records:

a. When prescription medication is to be dispensed by the facility, is the name of the doctor, child, and medication, as well -is directions for administration, written on the label? \_\_\_\_\_

b. Does a written request, signed by the parent (s), accompany the medication stating the time and amount of dosage and the name of the medication to be given the child? \_\_\_\_\_

c. Does the facility record the name of the child, medication, date, time, and dosage dispensed? \_\_\_\_\_

d. Is the record initiated by the adult who dispensed the medication? \_\_\_\_\_

e. Are medication records maintained for one year? \_\_\_\_\_

5. Other Records:

a. Records of unusual incidents and accidents: *Is* a written record of unusual incidents effecting the program of the facility as well as accidental injuries to children, employees, and volunteers kept on file? \_\_\_\_\_

b. Record of fire drills: Is a written record kept on each monthly fire drill showing ministry, level, i.e., K, grades 1-12, number of children in attendance, and the time taken to evacuate the premises? \_\_\_\_\_

c. Menus: Records of menus served shall be placed on file and kept for a minimum of one (1) month. \_\_\_\_\_

G. TRANSPORTATION

1. General:

a. When private passenger vehicles are used for transportation of children by the facility, is the driver at least eighteen (18) years of age? \_\_\_\_\_

b. When transportation is provided by a school, do all motor vehicles comply with the applicable Florida Statutes? \_\_\_\_\_

H. HEALTH AND SAFETY (Note: This health section deals exclusively with K-5 through grade 12. )

1. Does the school comply with all state and local laws in regard to fire protection (Life Code 101) Safety, sanitation, and health? \_\_\_\_\_ (The school must provide written evidence of compliance as the evaluating committee cannot be expected to have total knowledge of all local applicable health laws. This should be included in the self-study Document,)
  
2. Are the practices and atmosphere at the school conducive to the physical, mental, and emotional health of the children and teachers? \_\_\_\_\_
  
3. Does the school plan( promote the health and safety of the children and staff by its:
  - a. Location?
    - (1) Kindergarten \_\_\_\_\_
    - (2) Elementary \_\_\_\_\_
    - (3) Secondary \_\_\_\_\_
  
  - b. Construction?
    - (1) Kindergarten \_\_\_\_\_
    - (2) Elementary \_\_\_\_\_
    - (3) Secondary \_\_\_\_\_
  
  - c. Care of the buildings?
    - (1) Kindergarten \_\_\_\_\_
    - (2) Secondary \_\_\_\_\_
    - (3) Secondary \_\_\_\_\_
  
  - d. Care of the properties?
    - (1) Kindergarten \_\_\_\_\_
    - (2) Elementary \_\_\_\_\_
    - (3) Secondary \_\_\_\_\_

4. Do buildings meet requirements of local governing bodies, e.g., the Southern Building Code? \_\_\_\_\_
- 5.. Does heating ensure health, safety, and comfort? \_\_\_\_\_
6. Is the school alert to potential hazards, such *as* glass doors, window wells, drainage grates, etc., and have they been eliminated? \_\_\_\_\_
7. Does ventilation ensure Health, safety, and comfort? \_\_\_\_\_
8. Lighting:
  - a. Does artificial or natural lighting provide required illumination on inside play and work surfaces? \_\_\_\_\_
  - c. Are surfaces free of glare? \_\_\_\_\_
9. Does the furniture meet the needs of the children?
  - a. Kindergarten \_\_\_\_\_
  - d. Elementary \_\_\_\_\_
  - e. Secondary \_\_\_\_\_
10. Regarding drinking facilities
  - a.. Is water from approved town or city sources? \_\_\_\_\_
  - b.. Is water from other sources tested periodically as required? \_\_\_\_\_
  - c. Are drinking fountains equipped with mouth guards and checked daily for cleanliness? \_\_\_\_\_
  - d. Are steps and platforms nonporous and easily clean-able? \_\_\_\_\_
- 11.. Does cleanliness ensure health and safety? \_\_\_\_\_
  - a. Do you employ full-time janitors? \_\_\_\_\_
  - b. Are classrooms and restroom cleaned daily? \_\_\_\_\_
  - c. Are teachers or students required to clean Classrooms? \_\_\_\_\_
12. Activity Area:

- a. Are areas free from dangerous equipment? \_\_\_\_\_
- b. Is access to dangerous areas controlled? \_\_\_\_\_
- c. Does the outdoor play areas have both sunny and shaded areas? \_\_\_\_\_
- d. Is the play area properly supervised? \_\_\_\_\_
- e. Is the play area properly equipped? \_\_\_\_\_

13. Regarding Meals:

- a. Do students all bring their lunch from home? \_\_\_\_\_
- b. Does the school have a cafeteria? \_\_\_\_\_
- c. Does the school provide hot meals daily? \_\_\_\_\_
- d. Does planning conform to the best standards of nutrition? \_\_\_\_\_
- e. Is food preparation under sanitary conditions? \_\_\_\_\_
- f. Is serving in accordance with specified principles of health as listed in the preschool health/nutrition section of this manual? \_\_\_\_\_
- g. Are menus posted and available to parents weekly? \_\_\_\_\_

14. Are required physical examinations on file for:

- a. Children (before opening of school annually)? \_\_\_\_\_
- b. Staff (as required by law)? \_\_\_\_\_
- c. Food handlers (annually)? \_\_\_\_\_

15. Handling of infectious or contagious disease:

- a. Are children observed daily for symptoms of colds, etc.,? \_\_\_\_\_
- b. Are children isolated if they develop symptoms at school? \_\_\_\_\_
- c. Is a child with an infectious disease excluded from attendance until a physician has certified the individual cannot transmit infection? \_\_\_\_\_
- d. Does the school have an isolation area? \_\_\_\_\_

- e. Does the school have a written statement on communicable diseases? \_\_\_\_\_
16. Are provisions made for dismissal of younger children to responsible adults, known to staff and authorized by parents? \_\_\_\_\_
  17. Are provisions made for safety in traffic areas?. \_\_\_\_\_
    - a. Adult personnel? \_\_\_\_\_
    - b. Student patrol? \_\_\_\_\_
  18. Are instructions given to children in all phases of safety? \_\_\_\_\_ (Provide a listing of methodology in Self-Study Document.)
  19. Rest and toileting:
    - a. Are suitable provisions made? \_\_\_\_\_
    - b. Is adequate supervision given? \_\_\_\_\_
  20. Is a doctor and/or hospital facility available in case of emergency? \_\_\_\_\_
  21. First Aid:
    - a. Is a well-stocked first aid kit provided? \_\_\_\_\_
    - b. Are various staff members competent to administer first aid? \_\_\_\_\_
  22. Are provisions made for the organization and care of pupils in event of a general emergency? \_\_\_\_\_
  23. Are teachers, while on duty permitted to engage in .any activity that would impair alertness or create hazards? \_\_\_\_\_
  24. Do the students participate in monthly fire drills? \_\_\_\_\_
  25. Are fire drill procedure charts posted in each room? \_\_\_\_\_
  26. Has the ministry conducted radon testing as required under Florida law? \_\_\_\_\_
  27. Has the ministry complied with federal and state AHERA requirements? \_\_\_\_\_
  28. Has the ministry complied with hazardous chemical labeling and training as required by the Occupational Safety and Health Administration? \_\_\_\_\_

29. Has the ministry complied with review of Department of Environmental Regulations as to lead in the drinking water? \_\_\_\_\_
30. Science Laboratory:
- a. Are chemicals properly marked? \_\_\_\_\_
  - b. Are chemicals stored in locked acid-based cabinets? \_\_\_\_\_
  - c. Is a "Fire-Blanket" available? \_\_\_\_\_
  - d. Is an "eye-wash station and/or shower available? \_\_\_\_\_
  - e. Is running water available? \_\_\_\_\_
  - f. Are classroom propane tanks filled with a maximum of 5 lbs. of gas? \_\_\_\_\_
  - g. Is hazardous chemical waste properly disposed of? \_\_\_\_\_.
  - h. Is there sufficient safe equipment for each student to perform experiments? \_\_\_\_\_
  - i. Is an "ABC" fire extinguisher in the lab? \_\_\_\_\_
  - j. Is a "Halon" extinguisher in the lab? \_\_\_\_\_ These are no longer recommended by many fire marshals in a science lab.
31. Do school vehicles provide student transportation to and from school? \_\_\_\_\_
32. Do school vehicles provide student transportation for field trips or recreational activities?  
\_\_\_\_\_
33. If questions 30 or 31 are answered "yes", are the vehicles and driven in compliance with State and Federal requirements? \_\_\_\_\_

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E-mail: [btbrainard@bellsouth.net](mailto:btbrainard@bellsouth.net)  
[www-gracebiblechurchmilton.com](http://www-gracebiblechurchmilton.com)

**STATEMENT OF COMPLIANCE**

I, \_\_\_\_\_ HAVE CONDUCTED A REVIEW OF THIS MINISTRY'S  
(Administrator/Pastor)  
FACILITIES, IN ACCORDANCE WITH THE ATTACHED HEALTH, SAFETY,  
SANITATION AND MINIMUM STANDARDS. I REALIZE THESE  
STANDARDS ARE FOR PARTICIPANT AND ACCREDITED SCHOOLS. I HEREBY  
ATTEST TO THE BEST OF MY KNOWLEDGE THAT:

SCHOOL NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

IS IN COMPLIANCE WITH THESE STANDARDS, AND WILL ENDEAVOR TO REMAIN  
IN SUBSTANTIAL COMPLIANCE FOR THE SCHOOL YEAR \_\_\_\_\_ - \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

NOTARY;

Sworn to me and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION  
EXPIRES: \_\_\_\_\_

Mrs. Carolyn Hobbs  
President

Rev. Tod Brainard  
Vice-President

Mr. Ludwig Opager  
Secretary/Treasurer