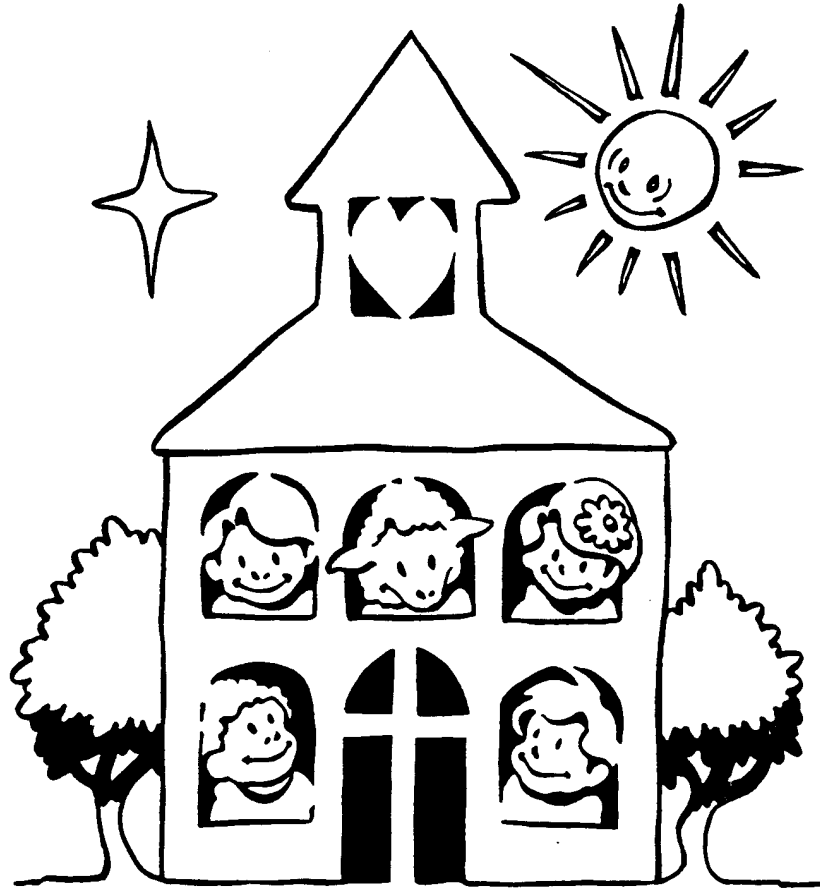


# **CROWN OF LIFE PRESCHOOL AND CHILDCARE CENTER PARENT HANDBOOK**



***Jesus said: "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."***

**CROWN OF LIFE LUTHERAN CHURCH  
5820 DANIELS PARKWAY  
FORT MYERS, FL 33912  
(239) 482-7315**

**Pastor: Reverend William D. Balza  
Preschool Director: Jennifer Mehlberg**

**(License# C20LE0005)**

**FOREWORD**

***The staff of Crown of Life Church is pleased to welcome you to Crown of Life Preschool and Childcare Center!***

This handbook includes basic information about our school. As we cannot cover the entire program in this booklet, we ask that any special questions, requests or comments be addressed to the Director of the preschool or the Pastor of the church.

***THE CROWN OF LIFE PRESCHOOL AND CHILDCARE CENTER IS OWNED AND OPERATED BY CROWN OF LIFE EVANGELICAL LUTHERAN CHURCH WHICH IS A MEMBER OF THE WISCONSIN EVANGELICAL LUTHERAN SYNOD.***

Crown of Life Preschool and Childcare Center meets or exceeds all Department of Children and Families, federal, state and local requirements.

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### **OUR PHILOSOPHY**

We believe that each child is a special and unique gift from God. He entrusts us with their care. We will strive to share the knowledge that it is God's will that each of us know of His love and mercy. We pray that parents and staff may join in this effort for the full spiritual development of the children whom the Lord has entrusted to us.

Each child needs a program based on the knowledge of child development and understanding of each individual's need to develop his full potential to fulfill God's will on earth. Each child is to be loved and supported so that he may realize how deserving and capable he is of reaching his potential.

We will provide good role models for young children so that they may observe high standards of Christian behavior. We will always listen to our children and be ready to respond to their needs. We will do this in a safe, stable environment where children experience both group and individual activities that have been planned and prepared to educate them spiritually, intellectually, physically, emotionally and socially.

Crown of Life Lutheran Church seeks to share the Gospel message with families throughout our community. Christ is the cornerstone of our educational program.

### **OUR MISSION**

To ensure that children have the Word of God, through which God brings them to eternal salvation.

To guide each child toward becoming a viable Christian citizen whose life will be a witness to many people.

To gain the opportunity to proclaim the Gospel and serve the entire family's spiritual needs.

### **OUR CONVICTION**

Jesus said: "*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.*" (Mark 10:14) By these words Jesus was indicating His love for children and His desire that they be brought to Him so He might bless them. The members of Crown of Life Lutheran Church have established this Preschool in order to bring children to Jesus so they might learn of His love for them and to trust in Him as their Savior.

### **OUR PURPOSE**

The purpose of Crown of Life Preschool and Childcare Center is to equip children to appreciate and enjoy the earthly blessings of God, and to prepare them for the blessings of eternal life with their Savior. Also, we deliberately intend that through the Preschool we involve the entire family to “grow in the grace and knowledge of our Lord and Savior Jesus Christ.” (2 Peter 3:18) Our Preschool was established as a beginning total education program. It is our goal to give to our Lord’s little lambs their first school experience and begin the total development of a well-rounded, well-adjusted Christian personality. The spiritual, mental, social, emotional and physical aspects of education will be treated in a relaxed atmosphere, with emphasis on the enjoyment and pleasure of learning. Children will:

- Learn of God’s love
- Learn independence in work and play
- Experience group play
- Develop muscle coordination
- Work on math and reading readiness
- Grow in Christian love and respect

### **OUR OBJECTIVES**

***During their time at Crown of Life Preschool and Childcare Center, children will experience:***

#### ***Spiritual Growth***

1. Knowing the Bible is God’s Word
2. Learning of God’s love
3. Strengthening faith in Jesus as their Savior from sin
4. Knowing that through Christ, heaven is our home
5. Knowing their Heavenly Father as Creator and Protector
6. Establishing Christian attitudes and habits
7. Experiencing the privilege and benefits of talking to God through prayer
8. Appreciating the wonders of God’s creation
9. Strengthening the Christian family

#### ***Intellectual Growth***

1. Developing a healthy Christian self-concept of themselves
2. Working on mathematical readiness
3. Working on reading readiness
4. Developing the language skills of speaking, listening and writing readiness
5. Increasing creative appreciation in music, art, dramatic play and literature
6. Increasing attention skills

**OUR OBJECTIVES, contd**

7. Developing organizational skills
8. Developing an interest in the world around them
9. Experiencing success and a love of learning
10. Receiving guidance and security through gentle Christian discipline

***Social/Emotional Growth***

1. Learning independence in work and play
2. Learning to share, compromise and cooperate
3. Taking turns
4. Experiencing group play
5. Developing responsibility in self-care and possessions
6. Growing in Christian love and respect
7. Feeling at ease away from home
8. Enjoying friendship of adults and peers
9. Learning appropriate ways to express feelings and to respond to the feelings of others
10. Understanding and coping with their own feelings

***Physical Growth***

1. Developing large and small muscle coordination
2. Appreciating the difference in God's people
3. Caring for their own personal needs
4. Developing good nutritional habits

**CURRICULUM**

Our classroom will be organized into learning centers to meet the goals of our preschool. We will maintain a balance between structured and unstructured activities. All activities will be supervised.

Throughout the day we will encourage positive social interactions as children learn to share, communicate, cooperate, and care. They will develop a true feeling of self-worth as they learn to make positive choices, develop self-sufficiency, and realize true love through Jesus Christ.

The true value of the centers is that they are an integrated part of a whole curriculum. This curriculum is based on developmentally appropriate activities for each child. These activities will be presented so that children can explore concepts as they play.

Throughout the curriculum we will encourage the development of the Christian virtues of love, friendship, forgiveness, helping, sharing, self-discipline, responsibility, work, honesty, courage, commitment, thankfulness, and faith. By combining God, families, and teachers, we are hopeful we can provide a rich educational environment for each child.

***BIBLE TIME***

During Bible time, children will learn about Christianity through Bible stories, Bible verses, Christian songs, and prayer. We will be teaching the principles of Christianity in a child's language so that they may come to know, love, and serve God. By teaching the Bible through fun activities, children will find joy in learning God's Word and hopefully will share their love for the Lord with others.

***CIRCLE TIME***

During circle time children will develop oral language skills through show and tell. They will develop listening and comprehension skills as they listen to stories and each other. They will also develop a sense of time and order as they use a calendar to record days, weeks, months and seasons. Music and movement activities will also be done during this time.

***MATH CENTER***

In the math center, children will do activities and play games involving mathematical concepts such as counting, shape discrimination, numeral recognition, sequence, patterns and classifying

***LIBRARY CENTER***

In the library center, children will develop an interest in reading and gain information and knowledge from books. They will also enjoy stories, poems, rhymes, and music through books, tapes, flannel boards, and puppets.

***SCIENCE CENTER***

In the science center, children will explore and discover how the world works through hands-on activities. They will learn about health, safety and nutrition.

***MUSIC CENTER***

In the music center, rhythm instruments and tape recorded songs are available for the children to create music, move, listen and sing to music.

***BLOCK CENTER/ WORKSHOP CENTER***

In the block center, size and space relationships are explored. Small and large muscles are developed, as the children need strength and coordination to carry and place blocks. Mathematical concepts will develop as they count, sort, weigh, match, compare, order and measure length. Their creations may involve creativity in design or arrangement or may have a specific solution, but they will all provide emotional satisfaction. The children may play alone or in a group as they learn to respect each other's space.

***ART CENTER***

In the art center, children will learn to express their creativity and discover their talents. The children will learn about color, develop fine muscles using small tools, improve eye-hand coordination, and have tactile experiences with different textures. Some of the art media they will explore include paint, paste, play-doh, colored paper, tissue, yarn, and glitter.

***SAND/ WATER CENTER***

In the sand/ water center, children will be exploring science, especially the physical science of size, shape, volume, and quantity. They will have a tactile experience and develop fine motor skills as well as hand-eye coordination while pouring. This is another wonderful time for social development as the children interact.

***PRETEND CENTER***

In the pretend center, children can create many situations such as a home, bank, store, post office, business office or school. The children will assume roles and occupations. They will develop interaction skills as they share and solve problems dealing with feelings. Language skills will be developed as they engage in dramatic play.

***MOVEMENT CENTER***

In the movement center, children will be involved in acceptable physical activities for the development and coordination of large muscles. Children will take turns, encourage others and share equipment as they slide, climb, crawl, hop, skip, jump, run, throw, kick and balance.

**DAILY ROUTINE (times may vary)**

**AM**

7:30-9:00	Arrival (full day and ½ day children)
8:50-9:00	Arrival (VPK children)
9:00-9:15	Welcome, Calendar, Story
9:15-9:35	Snack
9:35-9:45	Bible Time
9:45-10:50	Planning Time; Work Time/ Centers
10:50-11:00	Clean Up Time & Recall
11:00-11:45	Outdoor Play; AM Pick-up
11:45-12:00	Story; Wash Hands

**PM**

12:00-12:30	Lunch
12:30-12:45	Restroom; Story
12:45-2:30	Rest Time; Quiet Play
2:30-2:50	Snack
2:50-3:30	Large Group Time
3:30-4:15	Outdoor Play
4:15-4:45	Group Activity
4:45-5:30	Free Play; PM Pick-up

Full Day Preschool available 7:30 a.m. – 5:30 p.m.

Morning Preschool- 9:00 a.m. – 12:00 p.m.

Half-Day Preschool- 7:30 a.m. – 12:30 p.m.

**DISCIPLINE**

Discipline is derived from the word disciple meaning, “to teach”. Therefore, at Crown of Life Preschool and Childcare Center, we do not think of discipline as punishment but rather as teaching self-control and Christian attitudes. Teachers will deal with each child in accordance with the teachings of Christ.

Our attention will be focused on the problem and not the child. No one will be allowed to strike a child. No one will be allowed to humiliate a child. No one will use the denial of food or necessary activities as a punishment or manipulation of a child.

We will try to anticipate problems and redirect children’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If a child is exhibiting an inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences as well as time-outs (a temporary loss of privileges) may be used as a reasonable alternative. Persistent behavior problems will be brought to the attention of the parent, so that both parent and teacher may work together for positive changes.

**STATEMENT OF NON-DISCRIMINATION**

All children are welcome to enroll without reference to race, religion, national or ethnic origin or gender. A child does not have to come from a Christian family or be of the Lutheran faith to attend.

**ADMITTANCE POLICY**

Crown of Life Preschool and Childcare Center is a year-round preschool program for all children who are at least three years old and toilet trained (self-sufficient in the bathroom).

All children will be enrolled for a probationary period of one month. If after one month there is no reason to exclude them from attendance according to the policy of exclusion, they will be admitted.

Children shall be enrolled for the Fall term according to the following priority:

1. Children of members of Crown of Life Lutheran Church and other WELS/ELS Churches
2. Children of families with no church home
3. Children of families who are members of another church

**EXCLUSION POLICY**

Crown of Life Preschool and Childcare Center reserves the right to exclude enrolled children from attending due to the following:

1. The child appears ill, overtired, or unable to participate in the daily program
2. Child is not developmentally ready for the preschool curriculum or routine
3. Child is not potty trained
4. Preschool cannot meet the needs of the child with reasonable accommodations
5. Parents do not observe the policies outlined in the Parent Handbook
6. Non-payment or late payment of fees (See Financial Policy)
7. Late pick up of children (See Financial Policy)

***Procedure for temporary exclusion***

1. Parent will be asked to take an ill child from the Preschool immediately if present, or within one hour of notification if not present.
2. Director will inform the parents verbally or in writing concerning the reason for exclusion, the date exclusion will begin and the conditions necessary for the child to return to Preschool. There will be no adjustment in tuition.

***Procedure for permanent exclusion***

1. Director will inform the parents verbally or in writing concerning the reason for exclusion and the date exclusion will begin. The director will notify the Preschool Board as soon as possible.
2. Parents may contact the Board in writing within one week. Parents will be notified of the Board's decision within two weeks. If the child is permanently excluded, unused tuition will be refunded.

**REGISTRATION PROCEDURES**

1. All parents must complete an application for each child and submit the registration fee for enrollment each year.
2. Enrolled students who are also members of Crown of Life Lutheran Church must complete an application and pay the annual registration fee.
3. Upon acceptance, each new applicant must fill out all necessary paperwork.
4. All new pupils enrolling in the school must present:
  - Copy of birth certificate
  - Student Health Examination (golden rod sheet)- The Student Health Examination must be documented on DH Form 3040 and must be completed by a person given statutory authority to perform health examinations. The examination is valid for 2 years from the date it was received. However, upon admission the examination must have been received within the past year.
  - Florida Certificate of Immunization (blue sheet)- Immunizations must be documented on DH Form 680 and must be signed by a practicing physician in the state of Florida.
5. The annual book and supply fee must be submitted upon acceptance of application to confirm your enrollment.

**FINANCIAL POLICY**

Crown of Life Preschool and Childcare Center is supported primarily by tuition. Financial support also comes through the contributions of the members of Crown of Life Lutheran Church who support the work of the preschool as part of the total mission of the church.

Children are enrolled with the understanding that they will remain for the full year or at the discretion of the preschool staff. There will be no tuition refund because of dismissal, withdrawal, or absence.

A non-refundable, annual registration fee and book/supply fee is required upon acceptance of application for enrollment. For charges, please refer to the tuition schedule.

If a child is picked up after 5:30 P.M., a late pick up fee will be charged at the rate of \$10.00 every 10 minutes or part thereof. If lateness becomes a consistent problem, families will be asked to find another preschool.

At least two weeks written notice is required prior to withdrawal from the Preschool. Refunds for credit balances will be considered when requests are made in writing to the Preschool Director at least two weeks before withdrawal.

***Crown of Life Preschool and Childcare Center reserves the right to alter this policy when necessary.***

### **TUITION PAYMENTS**

1. A tuition schedule will be provided by the Director at registration.
2. Tuition is due by the 15<sup>th</sup> of the month. Tuition may be paid via check.
3. A sibling discount of 10% will be given to families for each additional child enrolled.
4. A late payment fee of \$15.00 will be added after the 20<sup>th</sup> day of the month. After the 30<sup>th</sup> day of the month the child will not be permitted to attend the Preschool.
5. A fee of \$30.00 will be charged for checks returned for insufficient funds.

***PLEASE SPEAK TO THE DIRECTOR BEFORE A FINANCIAL PROBLEM DEVELOPS.***

### **CONFIDENTIALITY**

A child's records are open only to the Teacher, the Director, an authorized employee of the Department of Children and Family Services, or the child's parent or legal guardian. Information parents share with the Director or Teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities.

### **ARRIVAL**

Doors will open at 7:30. When bringing children to school, parents will be required to walk them into the classroom and sign the attendance sheet. The school day will start at 9:00. Please have your child at the school by that time.

### **DEPARTURE/DISMISSAL**

When picking children up from school, parents will be required to come into the school and sign the attendance sheet. A child will only be released to parents with legal custody, legal guardians, or persons named ***in writing*** on the emergency card; person must be over 18 years of age. Teachers must know the adult or see picture identification before turning the child over to that adult's custody. **WHEN IN DOUBT, WE WILL CHECK THEIR ID.** Take your child's nap belongings home to be laundered on your child's last day of the week. Also be sure to check the bulletin board upon arrival and departure for important information. **After 5:30 P.M. a late pick up fee will be charged at the rate of \$10.00 every 10 minutes or part thereof. If a child is picked up after 6:00 P.M. on more than two occasions they will be dismissed from the Preschool.**

### **SCHOOL HOURS**

Crown of Life Preschool and Childcare Center will be open from 7:30 A.M. to 5:30 P.M., Monday through Friday.

### **SCHOOL YEAR CALENDAR**

Crown of Life Preschool and Childcare Center will begin its school year in August. We will be closed in observance of the following days: Labor Day, Thanksgiving and Friday after, Christmas Eve Day through New Years Day, President's Day, Good Friday, Memorial Day and July 4th. Tuition fees reflect closing for these holidays.

### **WEATHER RELATED SCHOOL CLOSINGS**

If the Lee County public schools are closed due to any weather related concerns, the Preschool will also be closed.

### **STUDENT SUPPLIES**

1. All items must be labeled with child's name.
2. Children should not bring toys or other things from home unless it has been scheduled as a show and tell. NO weapons (sharp objects, guns, or toys that represent weapons) may ever come to school.
3. All children will bring a *complete set of clothing* including shirt, pants, socks, and underwear in a zip lock bag with the child's name on the bag. Be sure to update the outfits when your child grows into a larger size or when the weather changes.
4. All children are to bring a morning and afternoon snack (if applicable). See page 10 for further information.
5. All children staying through the afternoon will need:
  - a lunch brought from home in a lunch box with ice packs
  - a small crib blanket or sheet
    - the blanket and pillow must be taken home weekly and laundered.
    - the blanket and pillow must fit in the child's cubby
  - a small, child-sized pillow (if desired)
6. Bring a backpack to carry belongings to and from Preschool. Children will have a 2-pocket folder in their backpack. One side will be used for papers to be brought home and the other side will be for papers that the child needs to bring to Preschool. The teacher and the Parent are both expected to check these folders every day. Examples of items teachers will be sending home are: Christ Light messages, newsletters, and special notices.
7. Bring a drinking water bottle with a closed spout and labeled with the child's name each day to be taken to the playground. The bottle will be taken home daily to be washed and returned filled the next day.

**DRESS CODE**

1. Children need to wear tennis shoes with non-skid soles. Shoes need to be safe for activities both inside and outside.
2. Children must be able to “independently” dress themselves after toileting. We will do our best to keep your child/children clean, but they may get messy while playing and working.
3. Children need a complete change of clothing (including underwear) in a zip lock bag with their name on it, to remain in their cubby. Be sure to update the outfits when your child grows into a larger size.

**SNACKS**

Parents are to provide a nutritional morning and afternoon snack during the preschool day. Snacks need to be stored in a container with the child’s name on it. Snacks need to be nutritious and healthy (no chips, soda pop, candy, etc.). Please speak to the director about appropriate and healthy snacks. Snacks that are appropriate for children to bring are:

Fruit	cereals	crackers	granola bars	yogurt
Fruit juice	vegetables	pudding	jello	cheese
Milk	peanut butter	pretzels	trail/granola mix	

**LUNCH**

Parents are to provide a nutritional lunch for children who will be at the preschool during lunch. Please, no candy, gum, or soda pop. Lunches need to be in lunch boxes with ice packs, not bags. At various times a list of ideas for nutritional lunches will be posted on the bulletin board. We welcome your ideas to share.

**CHILD ABUSE/NEGLECT**

Anyone working in the Preschool who knows or has reasonable cause to suspect that a child has been abused, abandoned, or neglected is required by Florida law to contact the Department of Children and Families central abuse hotline (1-800-96-ABUSE).

**PHOTOGRAPHS/VIDEOS/TAPES**

Children may be photographed, audio taped, and videotaped for use within our Preschool either for educational, promotional or advertising purposes. Parents are asked to sign a release on the Application for Enrollment granting us permission to photograph, audiotape, and video tape their child.

### **PARENT CONFERENCES**

At the start of the school year, an opportunity will be provided for each preschool family to visit our school, become familiar with the classrooms and teacher, and meet other classmates. Parents are welcome to visit at any time. Formal parent/teacher conferences will be scheduled at least once during the school year, usually in early spring. Parents may request additional conferences at any time. Please make it a point to talk with your child's teacher often.

### **PARENT MESSAGES**

Important information will be posted on the bulletin board located in the hallway adjacent to the room. Be sure to check this board regularly.

### **SINGING IN CHURCH**

The preschool children will be encouraged to sing in church on special occasions. Parents are most welcome and encouraged to attend with their child.

### **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Consistent with the philosophy and objectives of Christian education, church and Sunday school attendance is highly desirable and important. If you have no church home, we invite you to Crown of Life Lutheran Church and Sunday school as a supplement to the preschool curriculum. Sunday school is also offered for all school age children. Adult Bible study is available at the same time as Sunday school. Bible Inquirer's Classes are also available for anyone interested in learning more about what the Bible teaches.

## **HEALTH AND SAFETY**

### **FIRST AID**

The school is able to provide only basic first aid treatment in case of an accident. A closed container labeled *First Aid* containing soap, band-aids, disposable latex gloves, cotton balls, sterile gauze pads and rolls, adhesive tape, tweezers, an ice bag or cold pack, a surface thermometer with disposable covers, and emergency phone numbers will be available to treat minor injuries. The kits will be accessible to teachers, but kept out of the reach of children. Our educational staff is trained in Pediatric CPR and Basic First Aid techniques.

Superficial wounds shall be cleaned with soap and water only and protected with a Band-Aid or a bandage. Ice may be applied. First Aid procedures shall be followed for serious injuries.

Suspected poisoning shall be treated only after consultation with a poison control center.

An Accident/Incident report will be written for every accident or incident regardless of how minor. These reports will be signed and dated by the teacher and the parent and kept for the records.

All accidents and incidents must also be recorded in the Accident/Incident Log Book and reviewed monthly to insure the safety of the children.

### **EMERGENCIES**

Parents will be notified immediately if their child is injured seriously enough to require professional medical treatment. Parents will be notified when they pick up their child if their child sustains a minor injury. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the Preschool.

In case of extreme or very painful injury, the school will immediately call 911. Parents or an identified emergency contact will be notified immediately as per the notarized medical form in your child's file. ***It is very important to notify the director of any changes on the medical form.***

### **ILLNESS AND ABSENCE FROM SCHOOL**

Please be certain that your child is in good health before bringing him/her to school. It is in the best interest of your child and the other children to keep your child at home when they have symptoms of illness. Please contact the Preschool if your child will not be coming to preschool.

Some reasons for a child to remain at home or to be sent home are: fever, cold, cough, difficult or rapid breathing, sore throat, headache, ear infection, vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, dark urine and/or gray or white stool, yellowish skin or eyes, or head lice. A child may return to the Preschool when they are free of symptoms and are able to fully participate in preschool activities or 24 hours after prescribed medication has begun. A child who has head lice may return after treatment has removed all lice, lice eggs, and egg cases.

Should a teacher feel that a child is unable to function properly at the Preschool due to illness, the parent or guardian will be notified immediately and requested to make arrangements for transport-tation home within one hour. The ill child will be isolated and supervised until pickup.

In the event that a child has a *contagious disease*, they may not attend the Preschool. The Pre-school must be informed of the disease so notice of possible exposure can be given to all families enrolled and the local county health department. A memo will be posted on the parent bulletin board. *The child's name will be kept confidential.* A doctor's note will be required before a child is allowed to return to school. Communicable diseases include, but are not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis.

**Children must be free of symptoms and able to fully participate in preschool activities or on prescribed medication for 24 hours before returning to school.**

**MEDICATION**

The only medications that will be administered at the Preschool are Epi-pens and asthma inhalers.

When these medications are required, the parent must fill out a ***Medication Administration Record*** (Regular or "As Needed"). Staff will see that the Medication Administration Record is correctly filled out by using the Medication Administration Safety Checklist. The Medication Administration Record will be kept with the medication in the medication container and initialed by two staff when administering the medication.

**EMERGENCY CONTACTS**

Emergency Ambulance 911 (non emergency 1-239-338-2000)

Fire 911 (non emergency 1-239-334-6222)

Health Department 1-239-690-2100

Police 911 (non emergency 1-239-334-4155)

Poison Control Center 1-800-222-1222

Child Abuse/Neglect Hotline 1-800-96-ABUSE (1-800-962-2873)

Gulf Coast Hospital  
13681 Doctors Way  
Fort Myers, Florida 33912  
239-768-5000