

2021-2022 EAST HILL BAPTIST CHURCH PRESCHOOL ENROLLMENT FORM

Check: New Family or Returning Family **Date Registered:** _____ **Date Enrolled:** _____

Child's Name: _____

DOB: _____ Sex: _____ Age by September 1, 2021: _____

Allergies or Medical Concerns: _____

Potty Trained: Yes No Date Trained: _____ Child's T-shirt Size: YS YM YL YXL

Child's Name: _____

DOB: _____ Sex: _____ Age by September 1, 2021: _____

Allergies or Medical Concerns: _____

Potty Trained: Yes No Date Trained: _____ Child's T-shirt Size: YS YM YL YXL

Father's Name: _____ **Email Address:** _____

Home Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

Occupation: _____ Employer: _____ Work Phone: _____

Mother's Name: _____ **Email Address:** _____

Home Address: _____

City: _____ State: _____ Zip: _____ Cell: _____

Occupation: _____ Employer: _____ Work Phone: _____

Parent's relationship to each other:

Married Divorced Separated Single

Child lives with:

Mother and Father Mother only Father only Other _____

Family religious preference: _____ Church membership: _____

How did you find out about our program? _____

Previous Preschool attended: _____

Name of Brothers and Sisters: _____

Emergency Medical Care

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize East Hill Baptist Church Preschool staff to take my child to an Emergency Room for medical care. (DCF Required)

Dr. _____ Phone: _____ Address: _____

Emergency Contact(s)

List at least one local person who will be available to assume responsibility for your child in an emergency if parents cannot be reached. (DCF Required)

Name: _____ Relationship to child: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Occupation: _____ Employer: _____ Work Phone: _____

Name: _____ Relationship to child: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Occupation: _____ Employer: _____ Work Phone: _____

Release of Child(ren)

I authorize that my child(ren), _____, be released by East Hill Baptist Preschool to the following persons, ***in addition to those already listed on this form under Emergency Contact. Please keep in mind that your child should know the individual.***

Name: _____ Relationship to child: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name: _____ Relationship to child: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

I understand and accept that East Hill Baptist Church Preschool teaches personal and family values based on the Bible. I grant permission for my child to participate in all activities provided as a part of the East Hill Baptist Church Preschool Program. Furthermore, I understand that despite the many safety precautions taken, my child could incur minor, serious, or fatal injuries while attending the Program, and I grant my permission for the staff or employees of East Hill Baptist Church to seek medical attention and/or take my child to an emergency room or medical facility for treatment.

Important Note: Parents or Legal Guardians are required to disclose any physical, emotional, or behavioral limitations, needs, or concerns about their child in writing prior to registration. Failure to disclose information will result in forfeiture of fees previously paid if your child is dismissed from the program for reasons described above or in the Parent Handbook.

- I have read, understand, and agree to support the policies and procedures described in the Parent Handbook. _____ (initials)
- I have read, understand, and agree to adhere to the payment policies and procedures. In order to ensure your child's continued enrollment in the program, your account must be current within 30 Days. _____ (initials)
- I have read and understand the discipline policy and agree to support these guidelines. _____ (initials)

Discipline procedures at East Hill Baptist Church Preschool adhere to the State of Florida Statute Section 402.305(12), which states the following:

- a) Verification that the child care facility has provided, in writing, the disciplinary practice used by the facility shall be documented on the enrollment form with the signature of the custodial parent or legal guardian.
- b) All child care personnel of the child care facility must comply with the facility's written disciplinary practice. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.
- c) A copy of the facility's current written disciplinary practice must be available to the licensing authority to review for compliance with State of Florida Statute Section 402.305(12).

- I have read, understand, & agree to adhere to the security policies & procedures. _____ (initials)
- have been given the *Know my Child Care* Brochure. (Provided in the back) _____ (initials)
- I give my permission for photographs of my child to be used on the East Hill Baptist Weekday Children's Ministries website (www.easthillweekday.com) and on any media distributed by East Hill. _____ YES ___ NO _____ (initials)
- I give my child permission to participate in all food related activities, such as: classroom cooking projects, gardening, school wide celebrations, and birthdays. _____ YES ___ NO _____ (initials)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Days of Attendance

Please indicate the class you are registering for, mark in order of preference:

Two Year Old

- 5 days (M-F)
- 3 days (M-W)
- 2 days (Th-F)

Three Year Old

- 5 days (M-F)
- 3 days (M-W)

Voluntary Pre-K

- 5 days (M-F)

Below is to be filled out by Program Administration or Office

Registration Date: _____

2-3 Year Old Registration Fee: \$100.00

Paid \$ _____ Date: _____ Check, M/O#: _____ Online: _____

VPK Enrollment "Wrap-Around" Fee: \$150.00

Paid \$ _____ Date: _____ Check, M/O #: _____ Online: _____

Received by: _____

First month tuition for 2 & 3-Year-Old is due by August 10, 2021.

VPK first month's payment is due by August 10, 2021.

All tuition fees have been prorated, totaled, and divided into 10 equal payments (August-May). Daily Early Drop-Off and Extended Day will be additional charges.

Shot Records Received:

Y or N Expiration Date: _____ Note: _____

Physical Record Received:

Y or N Expiration Date: _____ Note: _____

VPK Certificate Received: Y or N Note: _____

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More
information
and free
resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in

section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: 0224E0238

License Issued on 1/1/

License Expires on 1/1/

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(6), F.S..



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director C-credential for all facility directors.

Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

- Maintain accurate records that include:
 - Children's health exam/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and incidents.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.

