

EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRIES



BEFORE & AFTER SCHOOL PROGRAM

2018-2019



(1) Child's Name _____ DOB: _____ Age _____

Sex _____ School _____ Grade entering Aug 2018 _____

Please list any allergies, physical limitations, or behavioral/emotional concerns: _____

(2) Child's Name _____ DOB: _____ Age _____

Sex _____ School _____ Grade entering Aug 2018 _____

Please list any allergies, physical limitations, or behavioral/emotional concerns: _____

Doctor's Name _____

Father's Name _____

Address _____

Place of Work _____ Work # _____ Home# _____

Email _____ Cell # _____

Mother's Name _____

Address _____

Place of Work _____ Work # _____ Home# _____

Email _____ Cell # _____

Child lives with: Mother and Father Mother only Father only Other _____

Primary Contact for any concerns regarding your child: _____

List any additional people who are allowed to pick up your child from After School Program:

List any people, who under any circumstances, may NOT pick up your child from After School Program:

List at two local people who will be available to assume responsibility for your child in an emergency if parents cannot be reached (REQUIRED BY DCF)

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

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. The Program's Administration reserves the right to deny your registration if it is determined our program is not suited or staffed to meet your child's needs. Failure to disclose information will result in forfeiture of fees and deposits previously paid if your child is dismissed from the program for reasons described above or in the Parent Handbook.

*If any information on this or any other documentation is found to be false, it could result in the denial of your child's registration.

I understand that despite the many safety precautions taken, my child could incur minor, serious, or fatal injuries while attending the Before & After School Program, and I grant my permission for the Before & After School Program 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.

Please read and initial each of the following statements required by DCF.

- 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 *Fee Policies*. _____(initials)
- I have read and understand the discipline policy and agree to support these guidelines. _____(initials)
- I have read, understand, and agree to adhere to the security policies and procedures. _____(initials)
- I have received a copy of the Child Care Facility Brochure, "Know Your Child Facility". _____(initials)
- I give my permission for photographs and video 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. (initial) YES _____ NO _____
- I give my permission for my child to participate in food activities: cooking, birthdays, special events (initial) YES _____ NO _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

—OFFICE USE ONLY—

- | | |
|---|-----------------------------------|
| <input type="radio"/> Registration Fee (\$50.00 per family) | <input type="radio"/> EHBC Member |
| <input type="radio"/> Attended Summer Camp 2018 | <input type="radio"/> ADR Only |

Circle week(s) paid for at time of registration (if applicable):

CHILD (1) _____	<input type="radio"/> Before	<input type="radio"/> After	<input type="radio"/> Before/After	<input type="radio"/> Bus Rider
CHILD (2) _____	<input type="radio"/> Before	<input type="radio"/> After	<input type="radio"/> Before/After	<input type="radio"/> Bus Rider

TOTAL DUE WHEN REGISTERING = \$ _____

Form of Payment: _____

Staff Initials: _____

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: _____
 License Issued on ___/___/___
 License Expires on ___/___/___
 For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



Know Your Child Care Facility

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(5), F.S.,



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 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.

