

EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRIES



BEFORE & AFTER SCHOOL PROGRAM

2019-2020



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

Sex _____ School _____ Grade entering Aug 2019 _____

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

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

Sex _____ School _____ Grade entering Aug 2019 _____

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

Doctor's Name (REQUIRED BY DCF) _____

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 or withheld, 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 and *signed* a copy of the "Distracted Adult Brochure". _____(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—

Registration Fee (\$50.00 per family)

EHBC Member

Attended Summer Camp 2019

ADR Only

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

CHILD (1) _____ Before After Before/After Bus Rider

CHILD (2) _____ Before After Before/After Bus Rider

TOTAL DUE WHEN REGISTERING = \$ _____

Form of Payment: _____

Staff Initials: _____



FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...

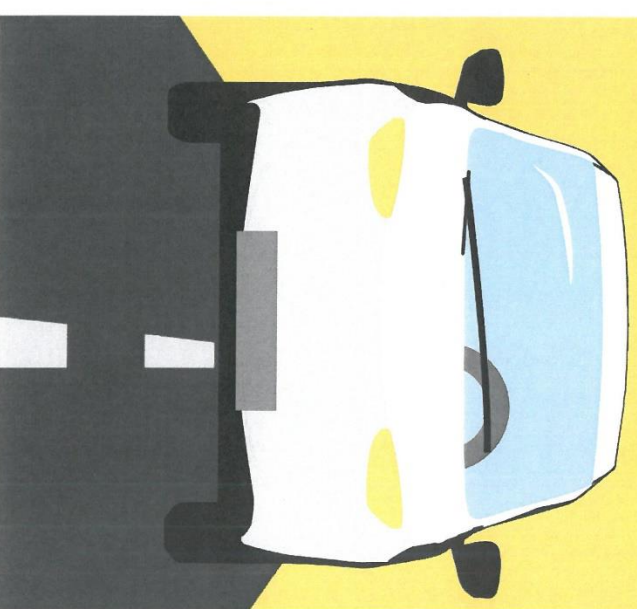


Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018

When life happens... Don't be a
**DISTRACTED
ADULT**



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



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.,



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 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.



2019-2020 East Hill Weekday Before & After School Program Calendar

Important dates for the program: Payment Dates, All Day Rec, Holidays, & more. Please post this on your fridge.

IMPORTANT DATES

August 12, 2019	First Day of Before/After School
December 20, 2019	Last Day of Before/After School (before Christmas Holiday)
January 7, 2020	Before/After School Back Open
March 9-27, 2020	In-House SDC Registration (only current PreK/ASP families)
April 4, 2020	SDC Pre-Registration
May 22, 2020	Last Day of Before/After School for the School Year

PAYMENT DATES

(payment are due the first Friday of the month)

August	Friday, August 9 th
September	Friday, September 6 th
October	Friday, October 4 th
November	Friday, November 8 th
December	Friday, December 6 th
January	Wednesday, January 8 th
February	Friday, February 7 th
March	Friday, March 6 th
April	Friday, April 3 rd
May	Friday May 8 th

DATES CLOSED

September 2, 2019	Closed (Labor Day)
November 11, 2019	Closed (Veteran's Day)
November 27-29, 2019	Closed (Thanksgiving Holidays)
December 23-31, 2019	Closed (Christmas Holidays)
January 1-5, 2020	Closed (Christmas Holiday)
January 20, 2020	Closed (MLK Birthday)
April 10, 2020	Closed (Good Friday)
May 25, 2020	Closed (Memorial Day)
May 26-29, 2020	Closed (Summer Camp Prep)

ALL DAY REC & SPRING BREAK

September 30, 2019	All Day Recreation (Fall Holiday)
October 14, 2019	All Day Recreation (Teacher Planning Day)
November 25-26, 2019	All Day Recreation (Mon/Tue. of Thanksgiving)
January 6, 2020	All Day Recreation (Teacher Planning Day)
February 17, 2020	All Day Recreation (President's Day)
March 16-20, 2020	Spring Break Camp
March 24, 2020	All Day Recreation (Teacher Planning Day)