

2019-2020
EAST HILL BAPTIST CHURCH PRESCHOOL
ENROLLMENT FORM

Date Registered: _____ Date Enrolled: _____

Child's Name: _____

DOB: _____ Sex: _____ Age by September 1, 2019: _____

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, 2019: _____

Allergies or Medical Concerns: _____

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

Parent's relationship to each other:

☐ Married ☐ Divorced ☐ Separated ☐ Single

Child lives with:

☐ Mother and Father ☐ Mother only ☐ Father only ☐ Other _____

Father's Name: _____ Email Address: _____

Home Address: _____

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

Occupation: _____ Employer: _____ Work Phone: _____

Mother's Name: _____ Email Address: _____

Home Address: _____

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

Occupation: _____ Employer: _____ Work Phone: _____

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. _____ (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 Statue 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 Statue Section 402.305(12).
- I have read, understand, & agree to adhere to the security policies & procedures. _____ (initials)
 - I have been given the *Influenza Virus, The Flue, A Guide to Parents*. (Provided in the back) _____ (initials)
 - have been given the *Know my Child Care* Brochure. (Provided in the back) _____ (initials)
 - have been given the *Distracted Adults* Flyer. (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 #: _____ Card: _____

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

Paid \$ _____ Date: _____ Check #: _____ Card: _____

Received by: _____

First month tuition for 2 & 3 year old is due by August 10, 2019.

VPK first month's payment is due by August 10, 2019.

All tuition fees have been prorated, totaled and divided into 10 equal payments (August-May). Any Before or Extended Day will be additional charges. We accept Debit/Credit, Checks, and Money-Orders (no cash).

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____
 Child's Name: _____
 Date Received: _____
 Signature: _____

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



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

INFLUENZA VIRUS



"The Flu"
A Guide
for Parents

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: 0024E0238

License Issued on 1/1/11

License Expires on 1/1/11

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.

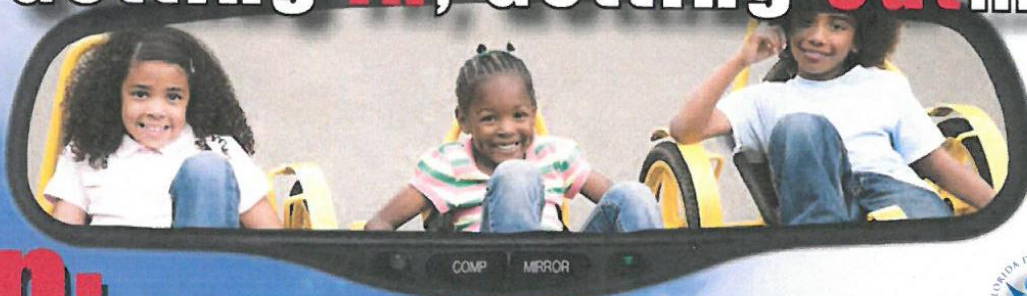
- ☐ Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- ☐ Communicate with parents.

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.



Getting **In**; Getting **Out**...



In: Check Behind The Car



- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE**, walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting **In**; Getting **Out**...



Out: Check the Back Seat



- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911 IF YOU SEE ANY CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services