

# EAST HILL BAPTIST WEEKDAY CHILDREN'S MINISTRIES

## BEFORE/AFTER SCHOOL PROGRAM

2021-2022



**CHECK:**    **New Family**    **Returning Family**    **CHECK:**    **Before School**    **After School**    **Before & After School**

**(1)** Child's Name \_\_\_\_\_ DOB: \_\_\_\_\_ Age \_\_\_\_\_

Sex \_\_\_\_\_ School \_\_\_\_\_ Grade entering Aug 2021 \_\_\_\_\_

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

**(2)** Child's Name \_\_\_\_\_ DOB: \_\_\_\_\_ Age \_\_\_\_\_

Sex \_\_\_\_\_ School \_\_\_\_\_ Grade entering Aug 2021 \_\_\_\_\_

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 been given the *Influenza Virus, The Flu, A Guide to Parents*. (Provided in the back) \_\_\_\_\_(initials)
- I have been given the Know my Child Care Brochure. (Provided in the back) \_\_\_\_\_(initials)
- I 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](http://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, birthdays, and special events. \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ (initials)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**—OFFICE USE ONLY—**

☐ Registration Fee (\$50.00 per family)

☐ EHBC Member

☐ Attended Summer Camp 2021

☐ ADR Only

Denote services requested 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...

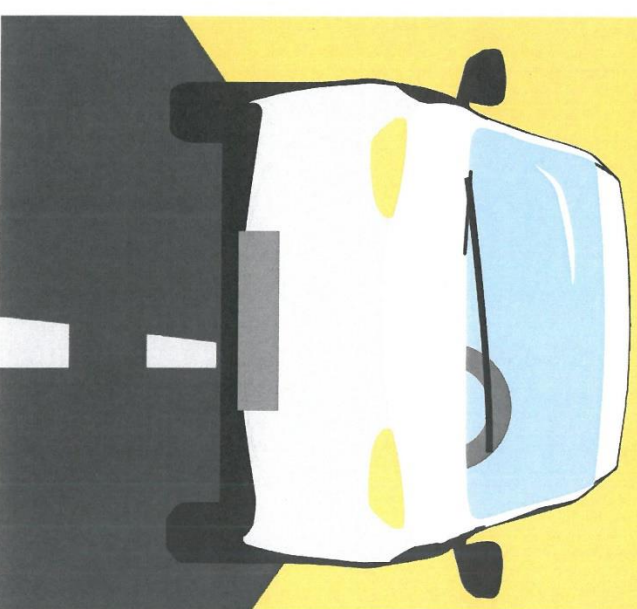


Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://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](http://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](http://MyFLFamilies.com/childcare)

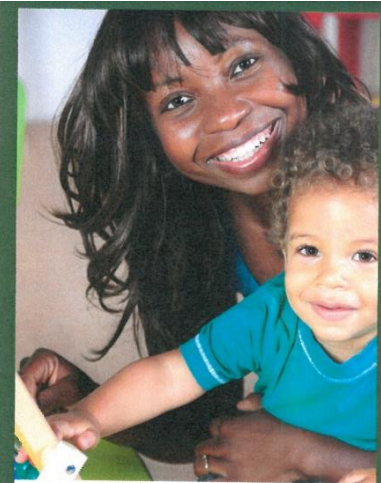


OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

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](http://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.





### 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?

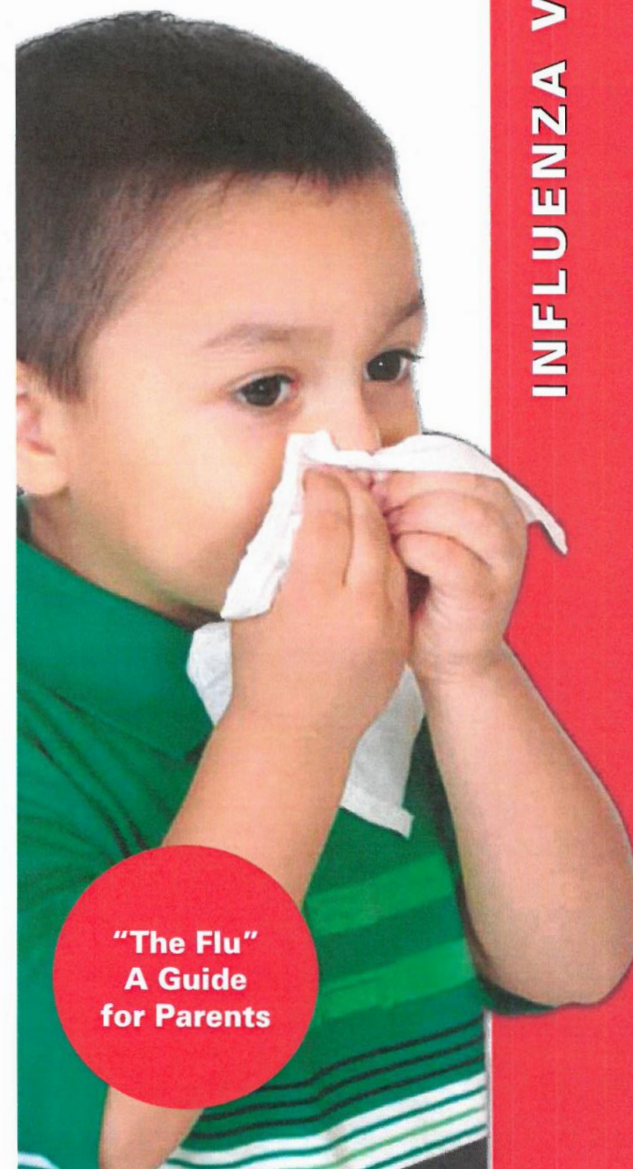
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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](http://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.*



**"The Flu"  
A Guide  
for Parents**



**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/>**

# 2021-2022 East Hill Weekday

## Before/After School Program Calendar

*\*Dates for closures & All Day Recs are subject to change due to any changes in LCS Calendar.*

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

### IMPORTANT DATES

August 11, 2021	First Day of Before/After School
December 17, 2021	Last Day of Before/After School (before Christmas Holiday)
January 5, 2022	Before/After School Back Open
March TBD	In-House SDC Registration (only current PreK/ASP families)
TBD	SDC Pre-Registration
May 25, 2022	Last Day of Before/After School for the School Year

### PAYMENT DATES

*(payment due the first Friday of the month)*

August	Friday, August 6 <sup>th</sup>
September	Friday, September 3 <sup>rd</sup>
October	Friday, October 1 <sup>st</sup>
November	Friday, November 5 <sup>th</sup>
December	Friday, December 3 <sup>rd</sup>
January	Friday, January 7 <sup>th</sup>
February	Friday, February 4 <sup>th</sup>
March	Friday, March 4 <sup>th</sup>
April	Friday, April 1 <sup>st</sup>
May	Friday May 6 <sup>th</sup>

### DATES CLOSED

September 6, 2021	Closed (Labor Day)
November 11, 2021	Closed (Veterans Day)
November 22-26, 2021	Closed (Thanksgiving Holidays)
December 20-31, 2021	Closed (Christmas Holidays)
January 1-3, 2022	Closed (Christmas Holiday)
January 17, 2022	Closed (MLK Birthday)
February 21, 2022	Closed (Presidents Day)
May 30, 2022	Closed (Memorial Day)
May 31-June 3, 2022	Closed (Summer Camp Prep)

### ALL DAY REC and SPRING BREAK

August 9-10, 2021	All Day Recreations
September 16, 2021	All Day Recreation (Fall Holiday)
October 18, 2021	All Day Recreation (Teacher Planning Day)
January 4, 2022	All Day Recreation (Teacher Planning Day)
March 14-18, 2022	Spring Break Camp
March 21, 2022	All Day Recreation (Teacher Planning Day)
April 15, 2022	All Day Recreation
May 26-27, 2022	All Day Recreations