



State of Florida
Department of Children and Families

CHILD CARE APPLICATION FOR ENROLLMENT



Student Information: Date of Birth: _____ Sex: ____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From ____ To ____ Days of the Week in Care: M T W Th F

Meals Typically Served While in Care: Br Lunch PM Snack

Family Information: Child Lives With: _____

Caregiver's Name: _____	Caregiver's Name: _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Employer: _____	Employer: _____
Address: _____	Address: _____
Work Phone: _____/Cell: _____	Work Phone: _____/Cell: _____
Custody: Mother _____ Father _____	Both _____ Other _____

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____	Address: _____	Phone: _____
Doctor: _____	Address: _____	Phone: _____
Dentist: _____	Address: _____	Phone: _____
Hospital Preference: _____		

Please list **allergies, special medical or dietary needs**, or other areas of concern: _____

Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work #	Home #
_____	_____	_____	_____
Name	Address	Work #	Home #
_____	_____	_____	_____
Name	Address	Work #	Home #
_____	_____	_____	_____

Signature of Parent/Guardian _____

Date _____



PASSWORD

The password is used for the protection of you child.

Circumstances may occur when you will need someone that is not listed on the enrollment form to take you child from this facility. When these circumstances arise, you will need to call and inform us of your instruction. You will be asked your password. Informing us of your password will enable us to carry out your instructions. If you do not provide or remember your password, we may not be able to carry out you instructions from over the telephone. The password for your child should not be given to any other individual. The password provides a code between staff and parents only to enable us to follow your instructions from over the phone.

PASSWORD _____

Child's Name _____

Parent or Guardian Name _____

Date _____

Staff Signature _____

Board of County Commissioners, Broward County, Florida
HUMAN SERVICES DEPARTMENT
Community Partnerships Division
Child Care Licensing and Enforcement Section

ALTERNATE NUTRITION PLAN

Name of Child Care Provider: KID Preschool Plus

Name of Child: _____

Date: _____ Address: 819 NE 26th Street, Fort Lauderdale, FL 33305

Dear Parent/Guardian:

In accordance with the Broward County Ordinances, parents/guardians and Child Care Providers are urged to work cooperatively to assure that children are provided with nutritious snacks and meals when they are not offered by the Provider.

The Provider agrees to offer a nutritious:
(Operator/Director checks those which apply)

- ☒ Breakfast
- ☐ Mid-morning snack
- ☒ Lunch
- ☒ Mid-afternoon snack
- ☐ Dinner
- ☐ Evening snack
- ☐ No meals or snack

The parent agrees to provide a nutritious:
(Parent checks those which apply)

- ☐ Breakfast
- ☐ Mid-morning snack
- ☐ Lunch
- ☐ Mid-afternoon snack
- ☐ Dinner
- ☐ Evening snack

I have read the preceding and agree to meet the child's nutritional needs as defined above.

Parent/Guardian Print

Parent/Guardian Signature

Operator/Director Print

Operator/Director Signature



KID PRESCHOOL PLUS

The following is a description of the discipline policy used in the preschool.

1. Corporal Punishment is absolutely forbidden.
2. Harsh or abusive language or voice tone is also forbidden.
3. A child will not be subjected to discipline which is severe, humiliating, or frightening.
4. Physical restraint may only be used when necessary for the personal safety of a child or the protection of another.
5. A child may **not** be isolated from other children or staff by sending them to a 'time out' area for a period of reflection or calming. The term 'time out' is forbidden.
6. Withholding of meals or snacks as disciplinary tactic is forbidden.
7. Anytime it is necessary to discipline a child more significantly than a verbal reprimand or a 3-5 minute suspension of activity, a full report is recorded on an incident report.
8. We are of the philosophy that encouragement, love, and kindness are the most effective means of changing behavior.
9. Discipline will not be associated with rest, failure to eat, or toileting.
10. Any on-going behavioral concerns will be addressed with the treatment plan and the family.
11. Parents/Guardians are encouraged to discuss with staff any concerns regarding our discipline policy.

Please READ, SIGN AND RETURN TO PRESCHOOL.

Child's Name

KID Staff Signature

Date

Parent/Guardian Signature

Date

Reviewed 6/25/18



Emergency Medical Treatment Authorization

TO WHOM IT MAY CONCERN:

I hereby give my consent to _____
NAME OF HOSPITAL

to administer necessary treatment to my child, _____
NAME OF CHILD

in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if the situation warrants it.

Name of Physician: _____ Phone: _____

Allergies of Child: _____

Date of Last DPT or Tetanus: _____

Insurance Company Covering Child: _____

Policy Number: _____ Expiration Date: _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN

DATE

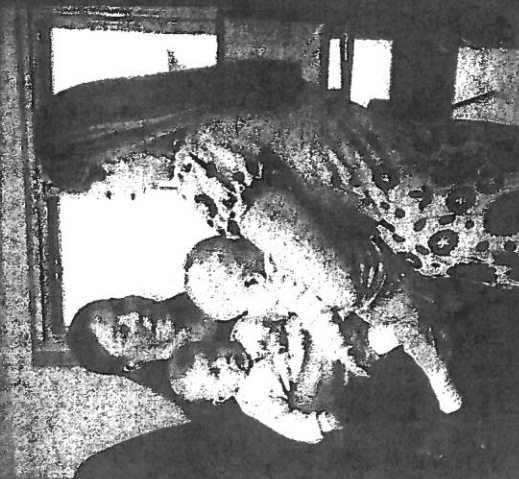
Parent's Role

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: 46147

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(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.

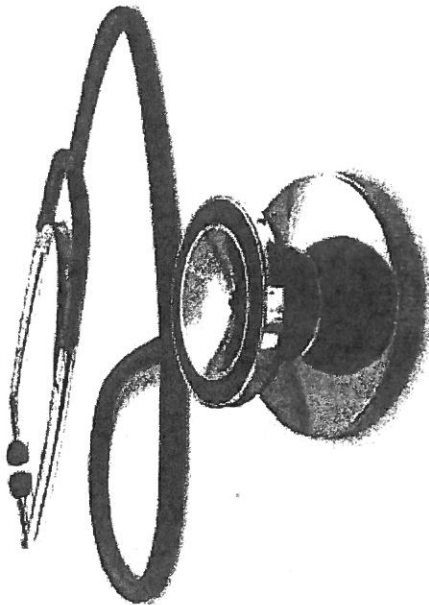
Quality Environments

- ☐ 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.



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.

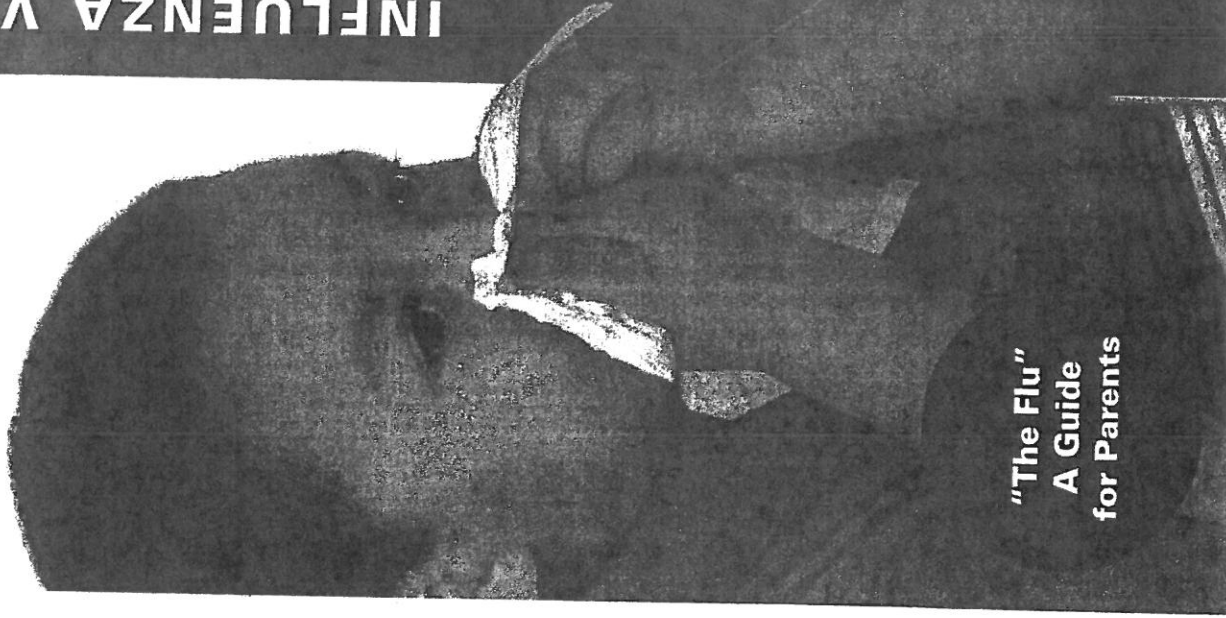


For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/P1 175-70, June 2009

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

INFLUENZA VIRUS



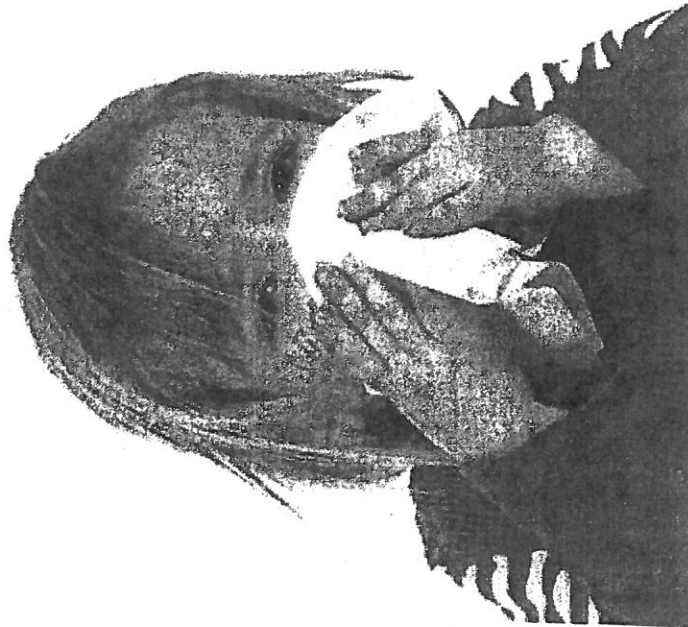
"The Flu" A Guide for Parents

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:

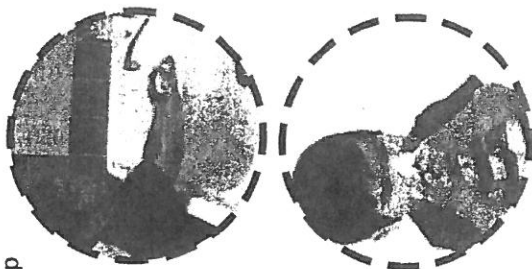
- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions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



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.

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.

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/>

KID Preschool PLUS

819 NE 26th Street
Wilton Manors, FL 33305
954-567-5516

PARENT STATEMENT OF UNDERSTANDING

1. I understand that should my child become ill or suffer an accident while he/she is in the care of KID Preschool PLUS the Center will make reasonable efforts to contact me immediately. In the event the Center is unable to reach me immediately, the Center or its designated staff is authorized to seek and obtain medical attention, treatment and services for my child as is medically necessary by requesting emergency medical services (911)
2. If Broward County Schools close for severe storm warning or any emergency situation, KID Preschool PLUS will also close. At this time, I must pick up my child immediately.
3. I have received and read the KID Preschool PLUS Handbook, Tuition Policy. I will abide by the policies and procedures stated therein.
4. I have been advised that the Center follows a child-oriented approach to discipline. This includes, but is not limited to, gentle reminders, ignoring attention-getting behaviors, and reinforcing appropriate behaviors with positive praise. Food and fun are never withheld from children. At no time is corporal punishment used at this Center. Children may be removed from the center for continued inappropriate behaviors.
5. I have been advised of the school operating hours - Monday - Friday 7:00 am to 6:00 pm. I agree to pay a late fee of \$1.00 per minute. The fee must be paid before the child is allowed back in school the following day. The staff will use the school's clock to make this determination.
6. The school and KID, Inc. will not be responsible for students' personal items that may be missing. Every effort will be made to find missing items. I understand I must put my child's name on all of my child's personal items.

I have read and understand the policies stated above.

Parent's Signature _____

Print Parent's Name _____

Child's Name _____

Date _____



KID PRESCHOOL PLUS CONFIDENTIALITY

Policy: Kid Preschool plus, we place a high value on the confidentiality of the information that our clients share with us. This form was prepared to clarify our legal and ethical responsibilities regarding this important issue. The policy is in accordance with the Florida Statute 491.0147, which addresses confidentiality, as well as with federal HIPAA regulations.

Procedure: Personal information that you share with us may be entered into your records in written form. The only individuals with access to our files are staff members who are either directly involved in providing services to you, supervising the provision of services, or performing related clerical or financial tasks. All of these persons are aware of the strict confidential nature of the information in the records. Agencies conducting audits, accreditation and monitoring may also have access to records. If any documentation with identifying information is discarded, it will be shredded prior to its disposal.

Kids in Distress will consult with legal representatives on any questionable matters that may affect confidentiality, and will maintain current information regarding the laws governing confidentiality.

I. RELEASE OF INFORMATION TO OTHERS

- A. If for some reason there is a need to share information in your record with someone not employed here (for example, your physician or another therapist), you will first be consulted and asked to sign a form authorizing transfer of the information. Because of the sensitive nature of the information contained in some records, you may wish to discuss the release of this material and related implications very carefully before you sign.
- B. The form will specify the information which you give us permission to release to the other party and will specify the time period during which the information may be released.
- C. You can revoke your permission at any time by simply giving us written notice.
- D. We will maintain documentation of the confidential information that is released on a log.

II. EXCEPTIONS TO CONFIDENTIALITY

There are several important instances when confidential information may be released to others.

- A. If you have been referred to this agency by the Court ("Court Ordered"), you can assume that the Court wishes to receive some type of report or evaluation.



KID PRESCHOOL PLUS CONFIDENTIALITY

- B. If you are involved in litigation of any kind and inform the court of the services that you received from us (making your mental health an issue before the court), you may be waiving your right to keep your records confidential. You may wish to consult your attorney regarding such matters before you disclose that you have received treatment.
- C. If you threaten to harm either yourself or someone else and we believe your threat to be serious, we are obligated under the law to take whatever actions seem necessary to protect people from harm. This may include divulging confidential information to others and would only be done under unusual circumstances where someone's life appeared to be in danger.
- D. If we have reason to believe that a child or elder has been abused, neglected, or is at risk of harm, we are obligated by law to report this to the appropriate state agency. The law is designed to protect children and elders from harm and the obligations to report suspected abuse or neglect are clear in this regard.
- E. In addition, there may be some other rare instances in which you waive your rights to have your records protected. If you are involved in any type of current or potential legal difficulties, we suggest that you discuss such matters with your attorney if you have concerns in this regard.
- F. When KID receives a request or subpoena for client files, the requested information is reviewed by the Program Director and the Chief Operations Officer before it is released.

In summary, we make every reasonable effort to safeguard the personal information which you may share with us. There are, however, certain instances when we may be obligated under the law to release such information to others. If you have any questions about confidentiality, please discuss them with us.



KID PRESCHOOL PLUS
CONFIDENTIALITY

Acknowledgement of receipt and agreement to comply with the policy and procedures:

I, _____, understand that KID employees will maintain confidentiality except in the situations mentioned above. In accepting services and/or treatment, I give my full consent to these limits of confidentiality.

Child's Name

KID Staff Signature

Date

Parent/Guardian Signature

Date



KID PRESCHOOL PLUS

CLIENT GRIEVANCE POLICY AND PROCEDURE

POLICY

All client grievances must be handled in a formalized manner to insure that no grievance is ignored or forgotten. (A grievance can be defined as a client's perception that he or she has not been treated fairly by the agency or any staff member.)

All complaints will be heard fairly and expeditiously. The goal is to determine what is right and fair, as opposed to who, and to resolve differences at the lowest step of the grievance process.

This policy will be explained to all clients and their parent(s)/guardian(s) at the time of admission. In addition, each client and their parent/guardian will receive a new copy of this policy and procedure at the time of the grievance.

PROCEDURE

1. The client should request a meeting with the Program Director in writing, if possible. If a written request is not possible, a verbal request will suffice and the Program Director will document the request and the meeting. The meeting will occur within 72 hours, unless the situation is emergent, in which case action will be taken immediately.
2. If the client's grievance is not resolved at the Director level, the complaint will be forwarded to the Vice President of Programs who will respond within 72 hours.
3. The grievance will be forwarded to the President, who will respond within 72 hours, if it is not resolved with the Vice President of Programs.
4. The Program Committee (of the Board) has ultimate responsibility for reviewing the grievance and hearing from all involved parties. The committee will have the final decision and authority in a grievance matter and shall communicate that decision to the client and the program in writing.
5. Documentation of the grievance process will be maintained in client files and Program Committee files.

Your signature below indicates that the grievance policy and procedure has been explained to you.

Client's Name

Parent's/ Guardian Signature & Date

KID Staff Signature & Date



KID PRESCHOOL PLUS MEDICAL EMERGENCY PROCEDURE

HEALTH

Medical and emergency information forms must be on file before your child can enter school. All immunization must be current.

We are concerned about the health of every child in our program. To keep all children as healthy as possible, we ask you to keep children at home if there are any signs of:

Fever	Vomiting
Pain	Diarrhea
Frequent Coughing	Excessive Nasal Discharge

If a child exhibits any of these symptoms at school we will call you to pick the child up. When called, you (or an alternate emergency person) are expected to pick your child up **IMMEDIATELY**. There are no exceptions to this rule. This is to protect the health of your child and his/her classmates. We appreciate your cooperation in this matter.

Contagious Diseases must be reported to the school by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure.

When a potentially contagious illness occurs, notes will be sent home to parents of children who may have been exposed. We would also like to know if your child is going to be absent for several days.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school. (A physician's note is required).

- Mood, appetite, behavior and activity are again normal.
- No fever for 24 hours or more.
- Antibiotics (if prescribed) have been used for a full 24 hours (48 hours in the case of Strep).
- Vomiting, Diarrhea cleared for 24 hours.
- Frequent coughing, excessive nasal discharge resolved.
- Pain (earache, cramps, headache, etc.) resolved.



KID PRESCHOOL PLUS MEDICAL EMERGENCY PROCEDURE

HEALTH Cont.

Minor injuries will be treated with soap, water, ice and Band-Aid's. Should there be a serious accident, parents or other persons listed on Emergency Form will be contacted. If no one can be reached, we will call the physician you have listed.

Please notify us in writing of any dietary restrictions your child may have. If it is necessary for your child to receive medication during school, the medicine along with our **"Request to Give Medication" (Form #5)** must be given to the teacher. **Do not put medicine in school lunch boxes or back packs.**

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick up your child. The following criteria will be considered in determining if your child must go home.

- Fever of 100 degrees or more
- Inflammation of the eyes
- Vomiting
- More than one incidence of Diarrhea
- Communicable Disease
- Unknown Rash

If your child was sent home due to illness, he/she cannot return to the preschool until he/she has been free from symptoms for 24 hours. This is to allow your child ample time to recover and stop the spread of illness to the other children. Children must be picked up within **1 hour** of a sick call. The preschool will alert Foster Care Director or VP of Programs in Director's absence if a foster child is not picked up within 1 hour of a sick call made to the Foster parent(s).

If there are any concerns regarding the policy, these needs to be addressed with the Preschool Director or Coo/VP of Social Enterprise in the director's absence.

It is your responsibility to notify the school if your child has a communicable disease, such as: Measles, Mumps, Chicken Pox, Head Lice, etc. A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services

On occasion, if a health concern persists, the Director of the preschool may request that a child be seen by a physician prior to returning to the School.



KID PRESCHOOL PLUS MEDICAL EMERGENCY PROCEDURE

HEALTH Cont.

HAND WASHING

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snack, before and after water play, after handling animals, toileting, coughing and wiping noses. Set a good example and teach children how to clean their hands.

H1N1 Swine Flu:

According to the Health Department, H1N1 influenza spreads the same way that other flu viruses do through the air when a person who has the virus sneezes, coughs or speaks. It is recommended to wash your hands frequently.

Signs and Symptoms:

Symptoms of the Swine Flu are similar to other flu symptoms. A person with swine flu might notice any of the following:

- *fever
- *cough
- *sore throat
- *runny nose
- *body aches
- *headaches
- *fatigue
- *fever of 100.4 or higher

If you or your child has any of the above symptoms: call your doctor, do not come to school, if you have severe symptoms, such as difficulty breathing, go to the hospital or call 9-1-1.



KID PRESCHOOL PLUS

MEDICAL EMERGENCY PROCEDURE

Client Name _____

Parent/Guardian Signature & Date

KID Representative Signature & Date



KID PRESCHOOL PLUS

PERMISSION FOR FOOD-RELATED ACTIVITIES AND SPECIAL OCCASION FOOD CONSUMPTION

Pursuant to 65C-22.005 (1)(c)2., E.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking, projects, gardening, school wide celebrations, and birthdays.

I _____ ☐ give (or) ☐ decline permission
Print Parent/Guardian Name
for my child _____ to participate in food related
activities and special occasions wherein food is consumed.

Please provide the following information:

- ☐ My child DOES NOT have a food allergy or dietary restriction. He or she may participate in activities.
- ☐ My child DOES NOT have a food allergy or dietary restriction. He or she may not participate in activities.
- ☐ My child DOES have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle the following items (please list below):

- ☐ My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

Parent or Guardian Signature

Date

Effective Date: 11/13/15



KID Preschool Plus Drop Off/Parking Memo

1. Parking in the road or right-of-way is strictly prohibited for the safety of the children and your vehicle.
2. Please do not park in the **NO PARKING** zones – those are designated for Emergency Vehicles (ambulances, fire trucks, police, etc.)
3. The ramped area is for handicap access, maintenance, & food service deliveries. It must remain clear at all times.
4. The four parking places to the west of the preschool are designated parking for drop-offs. If they are full, please find another open space or use the 9th Avenue drop-off area and parallel parking spaces that are designated for student drop-off.

Please be advised that this policy is in place for your safety and that of your child/children and vehicle. KID appreciates your compliance and cooperation.

Please sign to acknowledge that you have received this memo and understand its content.

Thank you

Parent/Guardian Signature & Date

Student's Name

KID Staff Signature & Date



Dear Parent/Guardian,

As you are aware, the preschool program runs from 7:00am until 6:00pm. Here at KID Preschool Plus, we are aware that situations arise and parents cannot always be here by 6:00pm. However, when this occurs, staff is required to stay late and we are forced to pay overtime. As a result, we are forced to charge a fee that must be paid before the child can return to school. Once you pick up your child you will have to sign a form and pay the late fee.

The fee is \$1.00 for every minute after 6:00pm. For example if you arrive at 6:31pm, you will owe \$31.00. The late fee must be paid before your child can return to school.

Please also be aware that if this occurs on multiple occasions, we have the right to deny services for your child.

Thank you,

KID Preschool Staff
954-567-5516

Parent Signature _____
Date _____

KID Staff Signature _____
Date _____



KID PRESCHOOL PLUS

Payment/ Attendance & Hours of Operation

Policy:

Kid Preschool plus will review your specific rate Agreement with each individual family. Tuition is payable in advance and is due no later than 6:00 PM on Monday each week for that week's preschool, unless another arrangement has been agreed upon. Payment may be made by check, money order or cash. There will be a late fee of \$5 for each day that payments are received late. (There will be no exceptions) Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied preschool until account is made current.

The first time a check is returned, the Kid Preschool Plus will no longer be able to accept checks.

The success of our center depends upon the prompt payment of tuition/fees.

In regards to any absence: You must continue to pay your tuition to hold your preschool spot.

Preschool fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Procedures: Payments must be paid in full; no partial payments will be accepted. Receipts will be given at the time payment is received.

I.

Late Fees: We close promptly at 6:00 P.M.

The Preschool Office number is 954-567-5516. A \$1.00 per minute after 6:00pm is the late fee. The fee is due before the child can return to school, it can be paid the following morning before the child is dropped off. If we do not hear from you by 6:30 pm, at the above number, the preschool reserves the right to contact the abuse registry, depending on the circumstances for which the child was not picked upon time. This is according to the Florida's Mandated Reporter law.

Please be sure to call us if there is a situation that prevents you from picking your child up by 6:00 pm.

II.

VPK is a voluntary program for eligible 4 year olds to have a quality preschool opportunity. **This program is "FREE" FOR (3) THREE HOURS.**



KID PRESCHOOL PLUS

Payment/ Attendance & Hours of Operation

- A. If you only want your child to attend the preschool for VPK, then you will need to pick your child up at 12:00 pm. **VPK is from 9:00 am to 12:00 noon (free).** **Starting at 12:01 pm there is a late fee of a \$1.00 per minute.** This fee is to be paid the next morning or the child may not return until paid.
- B. Your child may stay at school for extended care; the fee for extended time is \$100.00 dollars a week (from 12:01 pm to 6:00 pm).
- C. All VPK forms need to be signed (sign in/out, etc.)
- D. VPK program is designed to offer:
 - School-year program—540 instructional hours;
 - Or summer program—300 instructional hours; children may participate in the VPK program the summer immediately before the school year for which the child is eligible for kindergarten

VPK-Parent/Guardian Signature

Date

III. CLASS SCHEDULE:

The KID Preschool Plus opens at 7:00 am. We do not accept children earlier than 7:00 am.

Learning programs begin at 9:00 am, for the VPK program and 8:00 am for the other classrooms. Please plan that you have your child here no later than that. It is unfair to your child and to the others in their class if they arrive late. Please let us know if your child has an appointment which will keep him/her from arriving at school on time. We accept children until **10:00 am**. If they cannot be here by that time, please keep them home for the day.

Naps and quiet time are scheduled following lunch, around noon, until approximately 2:30 pm. If at all possible, please try to pick-up your child either before or after nap.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

IV. Sign in/Out:

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located in the classrooms, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.



KID PRESCHOOL PLUS
Payment/ Attendance & Hours of Operation

Acknowledgement of receipt and agreement to comply with the policy and procedures:

Child's Name

KID Staff Signature Date

Parent/Guardian Signature

Date



CONSENT TO VIDEOTAPE

I, the undersigned, do hereby give consent to the videotaping of myself, or the child named below, in a group or alone, in order to assist in the training programs of **KID Preschool Plus**.

The videotapes will be used for educational research and training purposes **ONLY**. The videotapes are restricted from and will not be used for commercial and/or advertising purposes. The children in the videos will remain anonymous with no identifying or background information being provided.

I understand that this consent includes material to be used in **KID** training programs for mental health professionals **OUTSIDE** the agency as well as the agency staff. Research purposes will involve videotaping to measure developmental skills and evaluate program effectiveness, and will be viewed only within the agency. If you have any questions about the consent, please feel free to contact Kevin Bochenek, Director of Education at (954) 390-7654, Ext. 1501.

I have read the contents of this authorization, it has been explained to me, and I understand it.

Dated this _____ day of _____, 20 ____.

Participant Name

Parent or Guardian Signature

KID Representative



KID PRESCHOOL PLUS PHOTO/MEDIA RELEASE

TO: _____

I understand that KID desires to use photographs of me, which may be published in the KID publications, direct mail pieces, inserts, website and other related promotional medium. I hereby consent and give KID permission to take photographs and/or digital video images of me and to use and publish such photographs, together with any caption or descriptive material, including my name, that KID may choose, for advertising, publicity, or any other purpose in the KID direct mail pieces, inserts and other related promotional medium, or in any other publication or manner KID may authorize.

I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put.

I release the KID, its officers, agents and employees of and from all debts, claims and liability of any kind arising out of or in connection with the taking and use of photographs, the use of my name and the use of any caption or descriptive material therewith.

SIGNATURE: _____ DATE: _____

GUARDIAN (print name): _____

ADDRESS: _____

DATE: _____

KID Staff Signature: _____

Date: _____

KID Preschool PLUS

Birthday Celebration Guidelines

Parents:

Please follow these guidelines when planning birthday celebrations for your child at KID Preschool PLUS.

- All birthday celebrations are to be approved by the classroom teacher prior to the day of the celebration.
- Celebrations will be held during snack time, it will not be a party.
- Cake, Cupcakes, Donuts, donut holes, cookies, fruit, low fat milk or 100% juice boxes are the only foods we will serve to celebrate.
- Do not send Goodie Bags. They will not be sent home from school. These are for private, home parties.





Kid Preschool PLUS

819 NE 26th Street
Wilton Manors, Fl. 33305

Tel: 954 567 5516

Kevin Bochenek

Director of Education

School Year 2018-2019

Fee Schedule

<u>CLASS</u>	<u>AGE</u>	<u>FULL TIME</u>	<u>*PART TIME</u>
Infants	Under 1 Year	\$200.00	N/A
Wobblers	1-2 years	\$170.00	\$115.00
Toddlers	2-3 Years	\$150.00	\$105.00
Threes	3-4 Years	\$140.00	\$100.00
Pre-Kindergarten	4 Years and Older	\$135.00	\$100.00
VPK Extended Care	From 12:01 to 6:00 pm	\$100.00	N/A
**After School Care	5 years and older	\$160.00	

Preschool tuition is per week and payment is due on **Mondays**.

*Part time – 3 full days, 7am – 6pm or 5 half days, 8am-12pm.

**After School Care tuition is monthly, for more information and to register please contact Kevin Bochenek - 954 390 7654 ext. 1501.