



Password: _____

A.B.C. DAY CARE & LEARNING CENTER, INC.

9091 TAFT STREET, PEMBROKE PINES FL 33024 (954) 704-8401

ENROLLMENT APPLICATION

Please complete all information inside packet. Those items that do not apply please write N/A.
DO NOT LEAVE ANY INFORMATION BLANK.

Student Name: _____
Last First MI

D.O.B _____ AGE: _____ GENDER: _____ RACE: _____
MM/DD/YYYY

Participant's Social Security Number: _____

Participant's Primary Language: _____

Insurance Carrier _____ Policy No. _____

Participant's Home Address: _____

Parent (MOTHER) _____
Last First MI

Contact Number: _____
Home Phone Work Cell/Alternative

Email Address: _____

Parent (FATHER) _____
Last First MI

Contact Number: _____
Home Phone Work Cell/Alternative

Email Address: _____

Does Participant have any siblings attending ABC Day Care & Learning Center? Yes No

Names: _____

Participant's Primary Hours of Care: From _____ To _____

Days of the week in care (CIRCLE ALL THAT APPLY): M T W TH F

FAMILY INFORMATION:

Who has legal custody of participant?

Who does the participant reside with?

Mother's Employer:

Company Name & Address

Employer Phone Number:

Father's Employer:

Company Name & Address

Employer Phone Number

Emergency Contact: Participant will be released to the custodial parent or legal guardian & the persons listed below. The following people will also be contacted and are authorized to remove the participant from the facility in case of illness, accident or emergency, if for any reason the custodial parent or legal guardian cannot be contacted.

1.

Name	Relationship	Contact Number
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2.

Name	Relationship	Contact Number
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Authorized Person(s) to pick up/drop off child (ren)

1.

Name	Relationship	Contact Number
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2.

Name	Relationship	Contact Number
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Unauthorized Person(s)

1.

Name	Relationship	Contact Number
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2.

Name	Relationship	Contact Number
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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.

Participant's Primary Physician (NAME, ADDRESS & Phone NUMBER)

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

Are there any physical, mental or academic impairments your child may have that our staff should be aware of?

EXPLANATIONS: -



THINGS WE NEED TO KNOW

ACADEMIC CONCERNS OR ANY ACADEMIC CLASSIFICATIONS

Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (form 680 or 681) within 30 days of enrollment.

Section 402.3125(5), F.S. requires that parents receive a copy of the Child Care Facility Brochure. “Know Your Child Care Facility” (CF/PI 175-24) or

Section 65-22.006(3) (c) 2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility or

Section 65-C-20.01096 (c), F.A.C., requires that a written copy of the Child care provider’s discipline policy be available for review by the parent(s).

“The Flu” Brochure signed annually in August/September.

“Swim Central” signed statement to be faxed/copy mailed and kept in child’s folder

POLICY STATEMENT TO ACCESS CHILD’S FILE

I, _____ give permission to ABC Daycare & Learning Center to have access to my child’s file.



PARENT HANDBOOK

PHILOSOPHY

Our philosophy is to focus on each child and respect that they are all individuals with different needs and talents. We believe that they develop in their own way, and in their own time, in the following areas: Social, Emotional, Physical and Cognitive.

MISSION STATEMENT

ABC Day Care and Learning Center is dedicated in helping children reach their educational goals through intense academic instruction. We sincerely believe that time is of the essence when our children's education is concerned. THEREFORE, WE ASK THAT YOU CAREFULLY READ, UNDERSTAND, ACCEPT AND ASSIST US IN MAINTAINING A SAFE LEARNING CULTIVATED ENVIRONMENT.

TERMS OF ENROLLMENT

ARRIVAL & DEPARTURE

Instruction begins promptly at 9:00am each day and ends at 3:30pm (**subject to change**). Participants can be dropped off as early as 7:00AM and picked up no later than 6:00PM. Any student picked up after 6:00pm is considered late and a fee of \$2 per minute is due upon arrival. **NO EXCEPTIONS!**

PARENTS ARE RESPONSIBLE FOR ESCORTING HIS/HER PARTICIPANT INTO THE BUILDING'S DESIGNATED AREA.

ADMISSION PROCEDURE AND HOURS

Accepts children from 1 year or if they are able to walk without assistance to 5 years of age for enrollment in the Preschool and VPK programs and 6 years of age to 12 years of age in the After-school and Camp programs. We are open Monday – Friday from 7:00 AM – 6:00 PM.

OPEN DOOR POLICY

We encourage you to visit the center at any time and also our website www.abcd daycare.org for a virtual tour. We have an open-door policy but we do ask that you take into consideration that there are certain times in the day (such as napping time) that visiting can be detrimental to the children's daily routine as well as the other children in the class. Appointment should be made with the teacher or administration office to see the school after hours.



NEW STUDENT/ PARENT ORIENTATION

Parents will be provided a tour of the facility where they will be introduced to the teaching staff and have the opportunity to visit with the classroom teacher. The Director will overview the parent handbook and discuss the expectations of the family and the needs of the child. An overview of available family support, resources and activities will be provided during the discussion as well. Please request an interpreter in your native language as we have English and Spanish available if they are needed. Additionally, if you would like an opportunity for an extended visit in the classroom for either yourself or your child to become comfortable in the new surroundings, the Director or Person in Charge can schedule this time for you.

HEALTH FORMS

Before your child can attend our center, we must have on file your child's Immunization record (form 680) and student physical (form 3040) which can be obtained from your child's pediatrician. The forms must be updated each time your child receives more immunizations or when they are due to be given. The physical expires each year. Check the date on the form. The doctor must sign these forms. If your child's forms expire, they may not return until your doctor updates the forms.

REPORTING OF CHILD ABUSE AND NEGLECT

ABC Day care and Learning Center is responsible for reporting any sign of child abuse and or neglect. We will comply with all aspect of the Florida Statues which protects children from abuse and/or neglect. Florida law legally obligates professionals working with children to report any suspected case of child abuse and/or neglect by calling 1-800-96-ABUSE. Any professional failing to report or knowingly preventing another from doing so is guilty of a second-degree misdemeanor and may be prosecuted. If a parent suspects child abuse and/or neglect please contact the Abuse hotline.

MEDICATION POLICY

We are NOT able to give "over the counter" medications. If your child requires "prescribed medication" you must fill out a medication permission form located at the front desk AND we must have a doctor's note authorizing such medication with dosage amount. The medication permission form must be filled out completely with the name of medication, the time we must administer the medication and the amount of medication to be given. The form must be filled out each week for ongoing prescribed medications. All medication must be in the original container and bare the full name of the child to whom it is given. Dosage of medication will not exceed the written instructions on the prescription label. If the medicine should be given twice daily, we ask the parents to give the medication at home.



ILLNESSES, ACCIDENTS AND EMERGENCIES POLICY

The staff at ABC Day Care and Learning Center has been trained to recognize signs and symptoms of illness so that they can safeguard all of the children in their care from becoming ill. We are not physicians and do not in any way mean to diagnose a child's illness, but we do have a duty to protect the whole group from the spread of infection. If your child exhibits any of these symptoms while in your care please do not bring them to the facility as they could get others sick as well. Please do seek medical treatment. If your child exhibits any of these symptoms while in our care you will be notified and will need to pick up your child immediately.

It is our policy to remove the child from the group to prevent further spread of infection. They will remain in the office until your arrival. If your child is out sick or leaves early due to illness, we require a doctor's note in order for them to return to the center. The note must say that they are no longer contagious and can return to normal activities. List of signs or symptoms:

- Yellow/green running nose
- Drainage from the eyes-yellow/green or crusty
- Excessive coughing
- Pulling on ears or discharge from ears
- Fever at or above 100 degrees
- Rashes
- Infestations such as Ring worm, Lice and nits
- Vomiting (more than once)
- Diarrhea (more than once)

There may be other symptoms, which cause us to feel there is a concern that is not listed. In any event the management has the right to decide when to require a doctor's note for return. This applies to injuries as well as illnesses. In the event of an accident the staff member present when it occurred will fill out an incident form. This form will give information such as what happened, what area of the body was hurt and what steps were taken to treat the child (such as band-aids). In the event of a serious injury all the necessary steps will be taken. Our staff is trained in childcare First Aid and CPR. In the event of an emergency the director or other appointed staff member will dial 911 and then the parents. If the parents cannot be reached, we will continue down the list of emergency numbers you have provided in your registration.

MEDICAL EMERGENCIES

In the event of a medical emergency the Director or next Person in Charge using the Emergency Contact Information completed in the Enrollment Packet will notify the parents. The child will be transported via emergency vehicle to the designated hospital in the Enrollment Packet or closest hospital where the medical emergency occurred. The name and telephone number of the child's primary physician and preferred emergency care source is to be listed in the Enrollment Packet which will provide written parental permission to obtain emergency treatment.



I hereby release ABC Day Care and Learning Center, their employees & volunteers from any liability claims, demands, actions & cause of actions whatsoever arising out of or related to any loss, damage, or injury, including death that may be sustained by my child/legal ward while participating in any school activities or while on the premises where the activities are being conducted or any travel to & from ABC Day Care and Learning Center & any sponsored off-campus activity (ies).

BEHAVIOR/DISCIPLINE

In order to maintain an enhanced learning, fun and safe environment, we've implemented a ***NO TOLERANCE*** behavior policy. Each and every participant is expected to be on his/her best behavior in order to attain the highest level of learning.

The state of Florida requires that parents are notified in writing of the disciplinary practices used while in care prior to admission. ABC Day Care and Learning Center staff members are absolutely not permitted to use any form of physical punishment, including spanking. Staff members shall not single out a child for ridicule, threaten harm to a child or a child's family, & may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language in the presence of children. We use the following disciplinary techniques when they are age appropriate.

- Giving Choices
- Problem Solving
- Natural & Logical Consequences
- Ignoring
- Redirecting
- Family Conferencing
- Expulsion from care/services

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own & how to know the difference between right & wrong. The staff will use praise & positive methods of discipline & guidance to encourage self-expression & self-direction of the children in the Academy.

ATTENDANCE

Each participant is expected to be in attendance each and every day to fully receive the benefit of our Learning Center. Participants cannot accumulate more than three unexcused absences in a month (**SUBJECT TO CHANGE**). All absences require written explanations; planned absences must be submitted in writing at least one week in advance.

DRESS CODE

ABC Day Care and Learning Center is a mandatory uniform facility. The dress code is semi-casual, all students are required to wear assigned colored polo shirts (shirts can be purchased from ABC), khaki pants & closed toe shoes. Also, all students are **required** to wear ABC Day Care and Learning Center t-shirt. Girls are not permitted to wear beads in their hair. Participants are not permitted to wear any type of jewelry that hangs (bracelets, necklaces and extensive hanging earrings). Hats are not permitted.



ABC Day Care and Learning Center 2024-2025

(FEES ARE SUBJECT TO CHANGE)

THE COST OF REGISTRATION IS \$180.00 ANNUALLY			
TUITION	WEEKLY	PT	<u>Late Fees</u>
TODDLER 1 (12-24 months)	\$315.00	\$265.00	** \$50.00 late fee will be imposed on week's tuition if is not paid on or discussed by due date. **Tuition must be paid MONDAY during current running week. **There is No deduction in fees for absentees due to illness, holidays or any other reason. If your child misses one or more days out of the week due to any reason, it will still be considered full attendance, and tuition must be paid in full.
TODDLER 2 (24-36 months)	\$255.00	\$240.00	
PRESCHOOL (3-5 years old)	\$240.00	\$220.00	
VPK	\$160.00		
SPRING BREAK	\$170.00		
WINTER BREAK	\$170.00		
SUMMER BREAK	\$170.00		
SCHOOL AGE AFTER SCHOOL	\$170.00		
SCHOOL AGE BEFORE SCHOOL	\$170.00		
SCHOOL AGE BEFORE OR AFTER	\$170.00		

ABC Day Care and Learning Center Closed on Holidays:

- New Year's Eve and Day
- Dr. Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Day after
- Christmas Eve & Christmas Day

****TUITION CAN BE PAID IN THE FORM OF CASH, CREDIT/DEBIT CARDS AND PERSONAL CHECKS (PAYABLE TO ABC DAY CARE AND LEARNING CENTER)**

PARTICIPANT EXPULSION FROM PROGRAM

Student may be expelled from our center due to (non-payments, abuse to staff/children, is a danger to others and themselves, continuous disruptive behavior.



SIGN IN AND OUT

Children must be signed in and out with a full signature by the adult who is dropping them off and picking them up each day for verification of attendance as well as safety. Children are not permitted to sign themselves in. In the event that an individual that is authorized to pick up your child appears or shows signs of being impaired or intoxicated the Center will NOT release the child. The center will contact someone else on the authorization list to come for the safe release of a child. If no other person is able to pick up the child, the proper authorities will be called as our end result for the safety of each child in our care. In the event that an authorized person picking up your child does not have a child safety seat for each child in the vehicle, your child will NOT be released until a child safety seat is in place for each child riding in the vehicle or other arrangements to pick up the child will need to be made. As a security precaution, please walk your child into the school and take them to a staff member. Children are not to be left in the parking lot, office, or hallway. If there is no one in their class please do not leave them there unsupervised. Their group may be in another room, please take them to their group.

NON-DISCRIMINATION POLICY

ABC Day Care and Learning Center practices Equal Treatment of Clients and does not discriminate by reason of race, color, religion, sex, marital status, handicap, age, or national origin in services or accommodations offered or provided to our employees, clients or guests.

ABC Day Care and Learning Center is an Equal Opportunity Employer which does not discriminate on the ground of race, color, religion, sex, marital status, handicap or national origin in the hiring, retention, or promotion of employees, nor in determining their rank, or the compensation or fringe benefits paid them.

MULTIMEDIA USE

ABC Day Care and Learning Center does not use videos for longer than a 15-minute period of time and the Video/DVD is used only to reinforce the theme unit they are working with in the lesson. The school-age children may use the computers in their classroom to work on educational concepts such as science, math and other problem-solving activities during daily scheduled times.

PARENT-TEACHER COMMUNICATION

Parent feedback is extremely important in order for us to provide your child with the best quality of care. Please feel free to communicate with us when you are pleased as well as when you have a concern with your child's development or us. Our director is here to serve you.



PARENT CONFERENCES

We will offer parent teacher conferences twice a year. The conference notes will be dated and signed by the parent and teacher and a copy will be maintained your child's folder. We will request that families complete a written evaluation of the program annually.

PHOTOGRAPHS OR LIVE SCENES

Photographs or live scenes of children who participate in this program may appear in newspapers, magazines, and informational brochures or on television. Throughout the year the school will randomly be taking **photographs** and/or **video** footage using digital imagery, etc. at the school or on field trips. These photographs and/or video footage may be used in public viewing in advertising, presentations, websites, bulletin boards, and brochures and/or advertising material. Your permission for your child to participate in the media is a part of this agreement.

TOILET TRAINING

Toilet training requires cooperation between school and home. However, if your child has an excess number of accidents, potty training may be temporarily put on hold. Please notify your child's teacher and the office when your child is ready to begin this process. Children must be toilet trained to enter the school's 3-year-old program.

MEALS

We participate in the USDA Food Program and provide a well-balanced breakfast, lunch and snack for your child. Children with special dietary needs must provide a doctor's note with identified needs and acceptable substitutions to the center. Please do not bring any food items from home. All food is catered into the center. A menu is posted in your child's classroom. If you would like to celebrate your child's birthday at the center by bringing in cupcakes or a cake the item must be commercially prepared (store purchased not homemade).

THINGS NOT TO BRING

Please do not bring toys from home; we have plenty for your child to play with. We do not allow money, gum, toys or junk food to be brought to school. If your child wears jewelry we will not be responsible for it being lost or stolen.

INCLUSION POLICY

ABC welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.



New Family Orientation Checklist

1. ____ Tour the Center
2. ____ Introduction to teaching staff
3. ____ Parent visit with the classroom teacher
4. ____ Overview of Parent Handbook
5. ____ Discussion of expectations of family and the needs of the child
6. ____ Overview of available family support resources and activities
7. ____ Interpreter available if needed
8. ____ Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings.

Please sign and date that you have been provided a written orientation to the program as outlined in this *New Family Orientation Checklist*.

Parent/Guardian Signature

Date

Policies and Procedures Checklist

- | | |
|---------------------------------------|--|
| ____ Admission procedure | ____ Philosophy and program goals |
| ____ Hours of service | ____ Holidays |
| ____ Tuition and fees | ____ Late payment fees |
| ____ Illness policy | ____ Drop off / pick up procedure |
| ____ Emergency preparedness plan | ____ Medication Administration |
| ____ Guidance/Discipline | ____ Curriculum |
| ____ Family participation | ____ Statement reflecting the role and |
| influence of parents | |
| ____ Parent-Teacher Conferences | ____ Complaint procedure |
| ____ Withdrawal / dismissal procedure | |

Please sign bellow to acknowledge that you received our *Parent Handbook* outlining our policies and procedures understand and agree to all terms outlined in such handbook.

Parent/Guardian Signature

Date



CONSENTUAL AGREEMENT

By signing this contract, I agree to all terms outlined in this registration packet.

I also agree that my child has permission to attend ABC and participate in the facility's activities.

Please check your designated payment option:

I will be making weekly payments.

I will be making bi-weekly payments (only if paying in advanced)

I have read, understand and accept all terms and conditions outlined for me.

Name of parent/guardian. Please Print

(PRINT NAME): _____
LAST **FIRST** **MI**

Signature: _____

Date: _____

PLEASE INITIAL EACH PAGE

PLEASE RETURN ENTIRE PACKET