



Dear Parent,

I want to thank you for considering Fruit of the Spirit Learning Center for your child's needs. I offer a loving, safe, and educational environment for your child to grow, learn and play. I can understand how difficult it can be for working parents to balance all their commitments and responsibilities in their lives. For this reason, I strive to offer a program that will enrich your child's development while putting your mind at ease. I will do my best to assist your child in developing important values such as: good manners and morals, caring, sharing, patience responsibility, as well as communication and teamwork. I believe that children learn best through play, and we will implement these important values throughout our day. I also offer preschool activities such as learning the alphabet, shapes, colors, numbers, we also work on name recognition. It is my goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time. An open and honest relationship is the key to a happy childcare experience for everyone involved. Please help me operate my business in a professional manner by carefully reading through the parent handbook and filling out all the necessary forms. It is very important that you are aware of all of my policies, as I want you to make your decision about childcare based on the terms for which I will provide care.

Again thank you for consideration Fruit of the Spirit Early Learning Center. I look forward to providing your child with the best possible care.

Sincerely,
Mrs. Cindy Gispert



PARENT HANDBOOK

August 11, 2025 – June 4, 2026

Mrs. Cindy Gispert
(786) 234-9332
gispert@fruitofthespiritelc.com

Please read this handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. If you have any questions regarding my policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this handbook and the accompanying contract if necessary. All families will sign a new contract each year. I reserve the right to make changes to the policies and procedures, as I deem necessary. You will be notified, in writing, of any changes that may occur.

Dear Parents,

What I as a provider should expect from you, the parent:

Open communication

Explain clearly and carefully your wishes and expectations. It is important to me that you and your child are comfortable with our center. Also, provide updates on problems and progress that your child is making. Good communication helps us work together in the best interest of your child.

Agreement on Terms or Arrangements

You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to.

Honesty and Trust

This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, trust should be shown towards me as your childcare provider in order to do the best for your child.

Drop off/Pick up on Time

Please remember that this is a home center and I have my own household to run outside of working hours. If you know you will be late, please let me know as soon as possible. Late fees will be enforced.

Respect

Mutual respect and kindness are expected from parents and the provider. Immediate termination will occur for disrespect from adult parents or any family members.

Philosophy

We believe a child's early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child's need for love, security, acceptance, warmth, and stimulation.

Goals

My goals are to implement the fruit of the spirit while teaching and developing students to achieve academic excellence in a structured Christ-centered environment while also creating a safe and fun space for children to enhance their learning.

Enrollment Information and Requirements

We must receive the following information in order to begin the enrollment process:

- Application & Enrollment Fee – Application must be submitted for each child attending Fruit of the Spirit ELC. The fee is \$100 per child and is non-refundable and non-transferable. No exceptions. Prices are subject to change. This \$100 fee will be used for purchase of your child's individual curriculum activity book as well as ONE Fruit of the Spirit ELC uniform shirt. The fee will also be used for the monthly membership I have for PROCARE in which allows you to have real-time updates on your child's day.
- In addition to this \$100 enrollment fee, tuition for the first week child is expected to start will also be due.
- Photo Consent
- Certification of Immunization Records or Health Exception Form obtained from child's physicians (within 30 days).
- Child Health Examination Form obtained from child's pediatrician (within 30 days)
- Parents are required to keep the provider informed of any changes in address, phone numbers, or other information listed on these forms.
- ***The first two weeks that your child is attending Fruit of the Spirit ELC, are considered a trial period in order to determine whether your child is suitable for our program. This trial period may be extended for no longer than 4 weeks if we feel that the child is slowly adapting.**

Hours of Operation

Fruit of the Spirit ELC will be opened Monday through Friday from 8:00am to 5:00pm. Please reference to the next few sections regarding early drop off and late pickup, holiday closures, absences, and vacations policy.

Tuition / Payments

Tuition is due 50 weeks of the year.

Tuition is to be paid in advance every week. Tuition is due on Friday for the following week. A late tuition payment fee of \$10 will be applied each day tuition is not paid. Tuition is never prorated. There will be no tuition adjustments, credits, or refunds due to sickness, holidays, vacations, closings due to inclement weather.

An exception for payment will also be made for family vacations if notified two weeks in advance.

Please remember that your child is holding a spot in a limited capacity center. No more than two weeks of unpaid tuition will be accepted. If this occurs your child's spot will be given to another child.

Payment is done through Zelle, Cash App, Apple Pay or Cash.

Procure payments are no longer accepted.

Our tuition could increase annually. Parents will be given a notice if this increase will occur.

Late Tuition Payment

In the event that you're unable to make payments after two weeks, enrollment will be suspended until full tuition payment and additional fees have been paid in full.

Closures & Holidays

Fruit of the Spirit ELC is closed for the following holidays:

- Labor Day (September 1, 2025)
- Veterans Day (November 11, 2025)
- Thanksgiving Holiday (November 27 - 28, 2025)
- Christmas Holiday (December 24 – 25, 2025) – may close other days this week
- New Year Holiday (December 31, 2025 - January 1, 2026) – may close other days this week
- Martin Luther King Jr.'s Day (January 19, 2026)
- Presidents Day (February 16, 2026)
- Spring Break (March 26, 2026 – March 27, 2026)
- Good Friday (April 3, 2026)
- Memorial Day (May 25, 2026)

Holiday closings are included in our tuition price. Therefore, there are no adjustments made in weeks where there is a closing due to a holiday. Tuition will not be waived or prorated for holidays. Parents are informed in advance in order to adjust their schedules.

Personal time/day will ALWAYS be announced months in advance.

Noon Dismissal Days

In addition to holiday closures, there will also be set noon dismissal days.

TBA

Absences

We understand that there are times that your child will be absent due to illness, vacations, holidays, etc. We ask that you please notify Fruit of the Spirit ELC if your child will be absent. **Tuition will not be waived or prorated due to absences of ANY kind.** If tuition is not paid for any type of absence, enrollment will be suspended, and your child will not be able to attend our program until the balance is paid in full.

Vacation Policy

Tuition is still due in full and should be paid in advance. If tuition is not paid for any absences due to vacation, enrollment will be suspended, and your child will not be able to attend our program until the balance is paid in full. As stated above, there is an exception if Fruit of the Spirit ELC is notified two weeks in advance with a two-week limit.

Illness Policy

In order to maintain a healthy environment, we ask that you not bring your child to school if they are showing signs of illness. The provider upon the arrival of your child will conduct a quick daily health check.

If your child becomes ill during center hours, you will be contacted immediately and requested to pick them up.

You will be contacted if your child shows ANY of the following symptoms:

- A temperature greater than 99.9 degrees
- Discharge from ears
- Discharge from eyes or red eyes
- Stomach ache
- Vomiting or diarrhea lasting over several hours
- Any rash or skin lesion that blisters
- Excessive signs of cold, tiredness, sore throat, runny nose, sneezing, or coughing.

Therefore, please have a “back-up plan” on days you are unavailable to come for your child should you be called to do so. When a child is sick at school, we will call the mother first (or person listed first on the enrollment form); if she cannot be reached, we will then call the

father (or person listed secondly). If we cannot reach either parent, we will call the first person on the emergency list and so on.

Children cannot be admitted into school with signs of a communicable disease. **Children must be free from fever for at least 24 hours before returning to school.** Please notify us of illness or planned absences.

The center will notify parents when another child comes down with a communicable disease.

Medication

Medication will **NOT** be administered to the children while in care at Fruit of the Spirit ELC. If your child is required to take medication, we ask that you give them the required dose before and after our business hours.

Arrivals & Departures

No shoes are allowed past the entry way. Children are required to remove shoes and place in cubby upon arrival.

Please ensure your child is dressed and ready to start their day at Fruit of the Spirit ELC. We do not accept children after 11:00 am. Please note that breakfast ends at 9:00 am. Please feed your child breakfast if they are dropped off later than 9:00 am.

Daily Schedule

Our daily schedule form will be included in the New Student Folder Package. Teaching time will begin at 9:30am therefore it is crucial your child comes to class on time. Please reference to our daily schedule form to see what the rest of our day looks like.

Late Drop Off

At 9:30am your child **MUST** be in class. Please remember we follow a set curriculum and schedule therefore my class is more of a school setting rather than a daycare. I will only accept your child after 9:30am if they have a doctor's note. If there is no doctor note I can't accept them for the day.

I do understand that there may be days where dropping them off later is needed, so I will have a grace period of only 10 times. If your child is tardy more than 10 times, we will have to give their spot to another child.

Authorized Pick-Up

All children will only be released to parents, guardians, or any other person listed on the child's authorized pick-up form. If someone not listed on the authorized pick-up form is picking up your child, he or she will not be released from our care. Identification will be required upon pick up for anyone listed on the authorized pick-up form. If there needs to be any changes to this form, please notify Fruit of the Spirit ELC as soon as possible.

Late Pick-Up Fees

If you anticipate arriving before or after our hours of operation, please contact Fruit of the Spirit ELC immediately. Notice to the provider is required, and a fee will apply.

If a child is left at Fruit of the Spirit ELC after contracted hours, we will attempt to make contact with the parents first. If we are unable to reach the parents, we will proceed to contact the people listed on your child's authorized pick-up list. If we are unable to reach anyone to arrange pickup, we are required, by law, to report to the department of children and family services. **A late fee will be applied for any child that is picked up after contracted hours. There will be a fee of \$5 every 10 minutes. The time is rounded up. Late Fees are enforced.**

Codes of Conduct

The following actions are not permitted: hitting, pushing, biting, kicking, spitting, pinching, and use of inappropriate language or behavior. We encourage all children to use manners and respect every day. We ask that as a parent, you work with us to continue to stress these standards of conduct to your child. Our rules have been set to ensure safety for all children and staff. These rules will be discussed and taught to all children enrolled and will be expected to be followed. Repeat behavioral problems could result in termination. **Respect for property and other children and staff is expected at all times. Willful destruction of property by any children will be charged to the parents.**

Discipline Policy

We have found that the most effective form of discipline is to redirect children in a positive manner. If any behavioral issues occur with any child, we will work with that child in a positive manner. The following are our methods used for positive guidance:

- **Redirection:** When a behavioral issue occurs, we will provide alternatives to the child. For example, we may suggest a different toy, a new activity, or encourage independent quiet time in order to redirect the child.
- **Quiet Time:** If a child needs to be redirected multiple times and the teacher feels quiet time is necessary, the child will be sent to the reading center for independent quiet time. After the child has calmed down, acknowledgement of feelings and verbal intervention will take place.

- Acknowledgment of ALL feelings: Our children may be small, but they have BIG feelings that may be tough for them to explain. We let them get out all their feelings and help them calm down.
- Verbal Intervention: We get down on the child's level and explain to them why his or her behavior is inappropriate and model the appropriate way to handle the situation.

These procedures will be followed if the above methods do not resolve the inappropriate behavior:

1. Observation and documentation of the child's behavior and the steps are previously taken to alter the inappropriate behavior
2. A conference will be held to determine a specific plan to address the behavior issue. This plan will include procedures for both teacher and parents.
3. Consideration of outside resources.
4. Suspension from the program for a determined period of time
5. Dismissal from the program if the above procedures are ineffective

After all other methods have been ineffective; Fruit of the Spirit ELC may request immediate removal; of any child whose behavior creates a significant risk of harm to the health and safety of other children or staff, following the above-outlined procedures.

The following forms of discipline are **NOT** permitted for use at Fruit of the Spirit ELC:

- Threats
- Bribes
- Aggressiveness

Pink Slips

In regards to discipline, I have enforced a system where a pink slip is given to your child for unacceptable behaviors. The amount of pink slips the student receives will determine if the student is suitable for my class. This will help me as a teacher follow through with the above protocol.

Unacceptable behaviors include

- Biting that leaves a mark, bruise, or bleeds
- Uncooperative defiant behavior
- Being disrespectful
- Refusing to cooperate after several warning (non-compliance)
- Showing aggression

5 pink slips = suspension

10 pink slips = dismissal

The Fruit of the Spirit

The Fruit of the Spirit will be discussed with your child throughout their day in our center. Below are some examples of how we will be implementing these in our classroom.

Love is patient, kind, and unselfish. God wants us all to love one another.

Joy means being happy. Be confident that God is in control of all the details in your life.

Peace is sitting in comfort and knowing that God is always with us.

Patience is not whining or complaining. It is pleasing to God when we are patient.

Kindness is when you do nice things for others. God wants us to help one another with a graceful heart.

Goodness means caring and understanding.

Faithfulness means to be loyal and true to God. Always know that God is with us.

Gentleness is being tender and calm. Being kind to your family, friends, and pets.

Self-control is managing your wants and emotions. Don't do things that you know you shouldn't be doing.

What to Bring/Wear

1. **Fruit of the Spirit ELC T-Shirt** - We provide ONE uniform shirt included with the enrollment fee. Uniform shirts are to be purchased through Fruit of the Spirit ELC or Creative Threads on Krome Avenue. Children are expected to wear these shirts everyday while attending Fruit of the Spirit ELC. Any bottoms may be worn but keep in mind we will be outside at multiple points throughout the day. Something comfy and breathable is recommended. As stated on the supply list, children need to have their own individual smocks. These smocks will be kept in the classroom at all times. We have many experiences with messy things such as easel paints, finger paints, and glue. We want your child to feel free to experience these materials without worry.

2. **Extra Clothing** - Please check your child's bookbag daily and remember to replace any items that have been worn or sent home. Your child's bookbag should always contain a complete change of clothing. Such as underwear, shirt, socks, shoes, and pants/dress.

3. **Sleeping Bag** – A child-size sleeping bag should be brought on the first day of the week. The sleeping bag goes home at the end of the week to be washed.

LABEL ALL ITEMS YOUR CHILD BRINGS TO THE CENTER, INCLUDING SWEATERS, HATS, LUNCH BOXES, BACKPACKS, AND SLEEPING BAG ETC.

Personal Belongings

Please **DO NOT** allow your child to bring personal belongings (Ex. Toys) to our **classroom**. These items can be disruptive and can easily get lost or damaged. In the event that personal items are brought, we will kindly ask parents to remove the toy from their child prior to them entering the classroom.

Meals and Snacks

Breakfast, morning snacks, and afternoon snacks are provided by Fruit of the Spirit ELC. Lunch is required to be packed by parent. It is optional for your child to eat the meals provided. You may choose to pack your child's breakfast and snacks if your child does not choose to eat the meals provided. Tuition WILL NOT be adjusted if you do provide the food.

Rest Time

There will be a two-hour period for all preschool children to rest during the day. Children are required to have a child-sized sleeping bag that will be placed on top of our sleep mats. An extra blanket is optional being that most sleeping bags have one built in. Sleeping bags will be kept throughout the week and sent home on Fridays. If you know your child will be absent on a Friday, please let the provider know so you can take it home on Thursday. If absent without notice, the sleeping bag will be sent home the following week when child returns.

Communication

Most communication will be done through PROCARE. This will allow you to contact Fruit of the Spirit ELC via mobile. PROCARE is an app that will be used daily by the provider to update you on your child's day. Meals, sleep, incidents, activities and more will be recorded through this app and you will be notified any time there is an update to your child's profile. Information on how to sign up for PROCARE will further be discussed after enrollment.

Evaluations

Children enrolled in our program will be evaluated throughout the year to monitor their overall development. Our written evaluations are helpful to both the provider and parents in assessing your child's level of development. These evaluations are merely to act as a communication tool between parents and your provider so that we may work together to enhance your child's strengths and further develop weaker areas. Please be sure to take time to review the evaluations that are sent home to you.

Parent Involvement

All parents are welcomed and encouraged to participate in their child's everyday learning experiences. Parents can accomplish this by doing the following:

- Providing treats or other items for classroom parties
- Donating supplies
- Volunteering to help with special events
- Discussing with your child their daily experiences in class
- Keeping us informed about important events that are occurring in your child's life outside of our program

By staying involved in our program, you show your child that you value his or her learning experiences and help to ensure a strong working relationship between school and home.

Birthdays

We love to celebrate birthdays at Fruit of the Spirit ELC! We ask that you inform the provider and plan accordingly if you are planning to bring a class snack.

Toilet Training

Potty training is an exciting and challenging time for both children and parents. The most ideal setting for potty training is at home with one on one attention for about one to two weeks. However, we understand that this is not possible with many of our parents due to their work schedules. We have designed the following policy to help us work with you as your child approaches this important milestone.

- Signs of readiness: Your child will not begin potty training until he/she can:
 1. Recognize that he/she is wet or soiled
 2. Pull pants up and down unassisted
 3. Displays willingness to use the toilet
- Frequency: Your child will be helped and encouraged to use the toilet at reasonable intervals throughout the day. This will allow children to learn bladder and bowel control.
- Clothing: While in training, your child must wear training clothes. Training clothes are clothing that is easily removed and is loose-fitting. For example, sweatpants, elastic waist shorts, skirts, etc. No buttons, snaps, zippers, overalls, or long skirts are recommended. Please provide at least two sets of changing clothes, including socks, one extra pair of shoes, and at least six pull-ups each day during the potty training process.
- Parent involvement: We will not attempt to work with your child on potty training until a good routine has been established at home first. We require that your child be acquainted with the potty process for at least two weeks, and have successfully used the potty at least three times during this period.

We are more than willing to work with parents on the potty training process with the understanding that this is a joint effort between home and center. Your child can not be

successful in potty training if you do not put in the required time and effort to continue training at home. If you are not emotionally or physically ready to begin potty training your child, it is best to put it off until you can give it your full attention. Potty training is not an easy process, but with a little patience, love, humor and setting good examples, it can be easily accomplished.

Classroom Cleaning

My cleaning routine is as follows:

- Sanitize the classroom and bathroom daily.
- Vacuum and mop floors daily.
- Deep clean/sanitize toys and surfaces once a week.

Children will help me with keeping the classroom tidy. Everyone will be encouraged to help clean up toys. This is an essential skill for the children to know before kindergarten. Music and games will be used to make it exciting.

Summer 2026

More information regarding summer will be discussed at a later time.

Reporting of Suspected Child Abuse/Neglect

It is our intent to build a partnership with parents to help them provide the most suitable environment possible for children. Toward this goal, we have many resources and referrals available to parents upon request. It is important, also, for parents to be aware that state laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. It is the responsibility of this agency to investigate each reported case.

Emergencies:

Medical: Parents need to keep a current "Emergency Authorization Form" on file. Parents will be contacted immediately in the event of an emergency. If other listed contact people cannot be reached, we will call the physician specified by you on your form. In case of a serious emergency, the closest hospital will be used via an ambulance service.

Fire: There is one fire extinguisher located in the class. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Tornado: In the event of a tornado warning, the children will gather in my home in a safe place. We will remain there until the inclement weather has passed. Tornado drills will also be practiced monthly. The tornado plan is located on file and you are free to view it at any time.

Power outage: There are flashlights located in the center. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement, you will be called to pick up your child.

Withdraw/Termination Policy

In the event that you choose to withdraw your child from our program for any reason, please notify us two weeks prior to his or her last day of attendance. If two weeks' notice is not provided, you will be required to pay two weeks' worth of your child's tuition prior to withdrawal. No documents will be released to you until your balance is cleared with Fruit of the Spirit ELC.

As a provider, I came up with all of these policies to best fit my business. My policies are strict and non-negotiable. If I feel that you are having trouble following or understanding my policies, I will sit down with you and verbally go over the policy you are unclear of or have trouble following. If I feel that you are still contesting and/or violating my policies, your child's enrollment may be at risk for immediate termination depending on the circumstance.

PLEASE ONLY PRINT AND SIGN LAST PAGE. THANK YOU.

I, _____, the parent of

_____ have read and understood all the policies that are
in this handbook.

(Date)



Child Care Contract August 2025 - June 2026



Current Date: _____

Date of First Day: AUGUST 11 2025

Preschool Name: Fruit of the Spirit Early Learning Center

Provider Name: Mrs. Cindy Gispert

Location: 170 NW 20th ST Homestead FL, 33030

Parent/Guardian Name: _____

Parent/Guardian Name: _____

This Agreement contains the terms agreed upon between Provider and Parent/Guardian for the care of:

Child: _____ D.O.B. _____

1. **Application/Enrollment Fees.** Parent/Guardian agrees to pay an application/enrollment fee of \$100.

Application/Enrollment Fee Paid [] YES [] NO

Date _____

2. **Weekly Rate.** The weekly rate will be \$195 and is due and payable each Friday.

3. **Days and Hours.** The parties to this agreement have agreed to the following schedule of care. (**Hours of Operation: 8:00am – 5:00pm**)

[] Monday Hours _____ to _____
[] Tuesday..... Hours _____ to _____
[] Wednesday.. Hours _____ to _____
[] Thursday..... Hours _____ to _____
[] Friday.....Hours _____ to _____

4. **Late Fees.** Parent/Guardian agrees to pay a late fee of \$5.00 per ten minutes that Child remains in care after hours.

If the weekly rate is not paid by two weeks, Parent/Guardian agrees to pay a late fee in the amount of \$10.00 per day until the account is current.

All late fees are due and payable immediately.

5. **Policies and Procedures.** The parties agree with all policies and procedures included in the Fruits of the Spirit ELC Handbook.

6. **Term.** The Agreement terminates June 2026. Failure to comply with the terms set forth in this Agreement may, at Provider's discretion, result in immediate termination of the Child's enrollment and forfeiture of the security deposit.

A two-week written notice is required for any party to terminate this Agreement. Weekly fees will be due and payable on each Friday of the two-week notice period.

The parties hereto have executed this Agreement as of the date and year first above written.

Fruit of the Spirit ELC

By: _____
Parent/Guardian

By: _____
Provider

Date: _____

Date: _____

By: _____
Parent/Guardian

Date: _____



Enrollment Form

Instructions: The parent/guardian shall fill out the form completely, sign, and submit it to the center prior to the child's first day of attendance. Information on this form shall be kept current.

Child's Information		
Name (First, Last)	Birthdate (mm/dd/yyyy)	First Day of Attendance
Parent or Guardian Information		
All parents/guardians are permitted to visit during center hours and are allowed to pick up the child unless access is prohibited or restricted by a court order. Attach court order, if any. If the child resides at multiple locations, please attach a schedule.		
A. Name, Relationship to Child		Email Address
Home Address (Street, City, State, Zip)		Home/Cell Phone Number
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone Number	
B. Name, Relationship to Child		Email Address
Home Address (Street, City, State, Zip)		Home/Cell Phone Number
Does child reside at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Employment and Work Phone Number	
Authorized Persons - Persons other than the parents/guardians who are authorized to pick up the child or accept the child if dropped off. If no one, write "None".		
A. Name, Relationship to Child		Home/Cell Phone Number
Email Address		Place of Employment and Work Phone Number
B. Name, Relationship to Child		Home/Cell Phone Number
Email Address		Place of Employment and Work Phone Number
Emergency Contact - The person to be notified in an emergency when parents/guardians cannot be reached.		
Name, Relationship to Child		Home/Cell Phone Number
Email Address		Place of Employment and Work Phone Number
This person is authorized to pick up the child? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Physician or Medical Facility

A. Name

Phone Number

Address

Child Care Fees

- Application must be submitted for each child attending Fruit of the Spirit ELC. The fee is **\$100** per child and is non-refundable and non-transferable. No exceptions. Prices are subject to change. This **\$100** fee will be used for purchase of your child's individual curriculum activity book as well as ONE Fruit of the Spirit ELC uniform shirt.

- In addition to this **\$100** enrollment fee, tuition for the first week child is expected to start will also be due.

- Tuition is to be paid in advance every week. Tuition is due on Friday or before Monday of the following week. A late tuition payment fee of \$10 will be applied each day tuition is not paid.

Authorizations

☐ Yes ☐ No - I hereby give consent for emergency medical care or treatment to be used only if i can not be reached immediately.

☐ Yes ☐ No - I have had the opportunity to review the Parent Handbook and Policies of this center.

☐ Yes ☐ No - I give permission for my child to participate in ☐ Transported ☐ Walking fieldtrips and other activities during operating hours.

☐ Yes ☐ No - I have been informed of the number of pets in the home

Signature - Parent or Guardian

Date Signed





Pick-Up/Drop-Off Authorization

Child's Information
Name (First, Last)

Additional Authorized Persons - Persons other than the parents/guardians who are authorized to pick up the child or accept the child if dropped off. I understand that the "Authorized Pick-up Person" must be at least 18 years old and may be asked to provide a photo ID to the staff members.

C.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number
D.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number
E.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number
F.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number
G.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number
H.	Name, Relationship to Child	Home/Cell Phone Number
	Email Address	Place of Employment and Work Phone Number

Parent/Guardian's Signature

Date

Parent/Guardian's Signature

Date



About Your Child

Child's Full Name: _____ Nickname: _____

Siblings (Name & Age): _____

Has your child been in daycare before? If yes, name of provider or center: _____

Dates care was provided, from _____ to _____

Reason care was terminated: _____

General:

What is your child's general mood: _____

Favorite Activities: _____

Fears (If any): _____

Eating Habits:

Does your child have a special diet or are there any foods that should not be served to your child?

Your child's favorite foods: _____

Least favorite foods: _____

Does your child eat independently? YES _____ NO _____

Sleeping Habits:

Does your child have a regular bedtime schedule? YES ____ NO ____

What time does your child usually wake up in the morning? _____

What time does your child usually go to bed at night? _____

Does your child take naps and for how long? _____

Does your child generally sleep through the night? YES ____ NO ____

Health Concerns:

Does your child have any known health concerns? If yes, please describe: _____

Are there any hearing or vision problems? If yes please describe: _____

Does your child have any known allergies? If yes, please list allergy and how it is dealt with:

Does your child suffer from any of the following on a regular basis (check all that apply)?

____ Nosebleeds, ____ Headaches, ____ Sore Throats, ____ Stomachaches, ____ Runny

Nose, ____ Seasonal Allergies, ____ Ear Infections, or Other: _____

Potty:

Is your child potty trained: _____

When we go potty, we call #1: _____ and #2: _____

Anything else about your child you feel I should know? _____



PERMISSION TO PHOTOGRAPH

Dear Parents and Guardians,

At Fruit of the Spirit ELC, we use our website, Facebook, Instagram and Procure App to keep parents of children attending our center updated online. We also use this as a means to help illustrate our services and curriculum to parents hoping to choose Fruit of the Spirit ELC for their child.

We publish photographs and/or videos taken at the center on our website, Facebook, Instagram and also on Procure. Please fill out the below form so we understand your decision regarding your child. Please note that at no stage will a child's private details or name appears alongside their picture.

Please check the appropriate box below:

☐ I **do** give permission for my child _____'s picture to be used by Fruit of the Spirit ELC.

☐ I **do not** give permission for my child _____'s picture to be used by Fruit of the Spirit ELC.

Parent/Guardian Signature: _____

Print Name: _____

Date: _____



NON-PRESCRIPTION MEDICATION FORM

Child's Name _____

I, _____, hereby give permission for Fruit of the Spirit ELC to administer the over-the-counter preparations below in accordance with the directions for use listed on the container.

Specify brand name, frequency, and duration of use.

Baby Wipes _____

Diaper Ointment _____

Baby Lotions _____

Sunscreen _____

Insect Repellent _____

OTHER _____

*I release Fruit of the Spirit ELC from any liability from administering these products.

Parent Signature/Date _____

Parent Signature/Date _____

All items must be supplied by parents if use is requested. All items must be provided in the original container clearly labeled with the child's name.

Permission to screen

I _____ give Mrs. Gispert permission to periodically observe and screen my child
_____ for possible development delays.

Child's birth date _____

Was child born prematurely? Yes ____ No ____

If yes, at how many weeks was your child born? _____

I understand this information is confidential and will NOT be shared with anyone.

Parent or Guardian Signature

Date

Provider's Signature

Date

