

Isle of Faith Child Development Center Enrollment Checklist

Please complete each line and sign each page where indicated.

- Child Care Application for Enrollment
- Parent Agreement Form
- Field Trip Permission Form
- FLU Brochure
- Distracted Driver Brochure
- Health / Physical Record
- Immunization Record
- VPK only
 - Signed VPK Certificate of Eligibility (from Early Learning Coalition)
 - VPK Attendance Policy
- Fees:
 - Tuition Express Enrollment Form **OR** Deposit (equal to one week's tuition) due at enrollment
 - Registration Fee (\$150 preschool, \$75 school age programs, n/a part-time VPK) due at enrollment
 - Financial Overview Form

February 20, 2024

Dear Families,

The registration process for the next school year has begun. As a currently enrolled family, you have the priority for a spot on our next year's roster. If you have a sibling that you would like to enroll, now is the time to register them also. This priority enrollment period will end when general enrollment opens to all on March 11, 2024.

A non-refundable \$150 registration fee (per enrolled child) is due with the registration forms. You may attach a check to the forms OR authorize the automatic withdrawal through Tuition Express. (The annual supply fee will not be assessed until August.)

Tuition rates for the 2024-2025 school year have increased due to the increase in our operation costs. We have tried to minimize this increase as much as possible.

The new rates are:

- Full Day Toddlers \$290/week
- Full Day 2's \$250/week
- Full Day 3's \$235/week
- Full Day VPK/4's \$190/week
- Full Day Non-VPK \$200/week (Duval County Closures)
- Part-Time 3's \$290/month
- Part-Time VPK State Paid
- School Age
 - Registration fee \$75
 - Before \$35/week
 - After \$70/week
 - Before & After \$95/week

Thank you for giving us the privilege to serve you and your beloved children. We strive to provide a safe, caring, learning environment for each child as well as excellent partners with you.

M'Lis Strain
Center Director

*Part-time VPK is fully state funded and thus does not require a registration fee from applicant.

*Registration fee for School Age is \$75. School Age Summer Camp registration will be in March.

“All you children will be taught by the Lord, and great will be their peace.” ~ Isaiah 54:13



**Isle of Faith Child Development Center
Child Care Application for Enrollment**

FOR OFFICE USE ONLY
Enrollment Date _____

Student Information: Date of Birth: _____ Sex: _____

Full Name: _____

Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From: _____ to: _____

Days of Week in Care: __ M __ Tu __ Wed __ Th __ Fri

Family Information: Child lives with: _____

Custody: __ Mother __ Father __ Both __ Other (specify) _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

Emergency Contacts: Student may be released to the following people who also may be contacted and are authorized to remove student from the facility in cases of illness/accident/emergency or if custodial parent or legal guardian cannot be reached.

Name	Address	Home/Cell Phone	Work Phone

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 / Dentist	Address	Phone #
Hospital Preference:		

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

Please provide helpful information about Child:

Are you leaving a school to attend Isle of Faith CDC? Is so, please provide prior school and state what you hope we can do differently, if anything, to help your child.

- Sections 7.1 and 7.2 of the Child Care Facility Handbook require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook requires that parents receive a copy of the Child Care Facility Brochure entitled "Know Your Child Care Facility" (CF/PI 175-24) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>], or
- Section 8.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parent(s) receive a copy of the family day care home brochure entitled "Selecting A Family Day Care Home Provider" (CF/PI 175-28) [also available on-line at <https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=841>].
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, or
- Section 2.3 of the Family Day Care Home/ Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records

Signature of Parent/Guardian

Date

Parent Agreement Form

Isle of Faith Child Development Center

1821 San Pablo Road
Jacksonville, Florida 32224
(904) 221-KIDS

I have read the Isle of Faith Child Development Center Parent Handbook and agree to follow the policies contained within it, including but not limited to:

- general services to be offered
- requirements for admission and procedures for enrollment
- health policies (including shot and immunization forms)
- fees and payment policies (I understand my child may not attend IOF if I have not paid his/her tuition. I understand I may be called to pick up my child if I have not paid his/her tuition.)
- rules relating to personal belongings (I understand IOF will not reimburse me for loss or damage to personal items.)
- policy defining discipline procedures
- information regarding complaint procedure
- parents' right to observe and be involved
- center's Termination/Expulsion Policy

I have read and agree to abide by the CDC policies:

Parent's signature _____

Child's name _____

Date _____

Do you have a Church Family? _____

If yes, where? _____

The Isle of Faith Child Development Center's Parent Handbook is available online at www.iofumc.org. A printed copy is available upon request.

Financial Overview – Tuition & Fees for 2024-2025

Tuition: Due weekly each Monday or the first day of the week if different. Monthly program tuition is due the first Tuesday of each month.

TUITION

Full Day Tuition: - Classrooms are assigned based on child's age as of September 1st.

- Toddlers: \$290/week
- Two's: \$250 week
- Three's: \$235/week
- VPK Wrap: \$190/week during school session & \$200/week outside of school session

Part-time Tuition:

- Three's: \$290/month
- VPK/Fours: State Paid

School Age Tuition – During school session

- Before Care: \$35/week
- After Care: \$70/week
- Before/After: \$95/week

School Age Drop In – outside of school session*

- Enrolled in school age program: \$30/day
- Non enrolled in school age program: \$55/day

(Excludes summer camp program. See separate rate schedule.)

FEES / Discounts

- Annual Registration Fee: \$150 preschool, \$75 school age, PT VPK n/a. Due at enrollment.
- Annual Supply Fee: \$100 (excludes school age program). Assessed in August.
- **Late Payment Fee: \$25.**
- Returned Check Insufficient Funds: \$50.
- **Late Pick Up Fee after 6 pm: \$25 per child. Every additional minute after 6pm: \$1.00/minute/child.**
- Sibling/family Discount: \$10.00/week.

DEPOSIT (Refundable)

- Equal to one week's tuition. Will be applied to student account last week of attendance. **May be waived if enrolled in Tuition Express auto payment.**

I have read and understood the financial responsibility of enrollment at the CDC.

Name/Signature: _____ Date: _____

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR

CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account

Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date	CVV code	
Cardholder Signature	Date		

Attention Parents!!!!

DCF requires us to have current immunization and health/physical records for all children who attend. If you are new to our school, please attach a copy of your child's records when returning the application or make sure we have a copy before school starts in August. If your child is a returning student, please make sure our records are updated before school starts in August.

Attention VPK Parents!!!!

In order for your child to attend VPK, you are required to furnish the school with a VPK certificate. Certificates can be obtained by visiting www.elcduval.org. Follow the directions and apply for your certificate, once the application has been approved, make a copy and attach a copy with your students enrollment application or bring it into the office.

Parent Participation Interest Survey

We find that the use of volunteers helps us enrich the quality of our programs. Please indicate any of the following areas that might be of interest to you.

Thank you, in advance, for any assistance you might be able to give us throughout the year. We believe that our parents are a valuable resource for our school and we hope that you will enjoy whatever you are able to do with us!

- helping prepare for holiday parties
- helping with special cooking projects
- making learning games
- furnishing dress up clothes
- sharing a special talent or interest with the children
- helping plan parent meetings or workshops
- other: _____

Parent: _____

Child: _____

Date: _____

Isle of Faith Child Development Center

FIELD TRIP PERMISSION

I give permission for my
child, _____,
to participate in activities utilizing the **big
field adjacent to our parking lot and the
garden.** This permission will be in effect
from 8/12/2024 through 8/8/25.

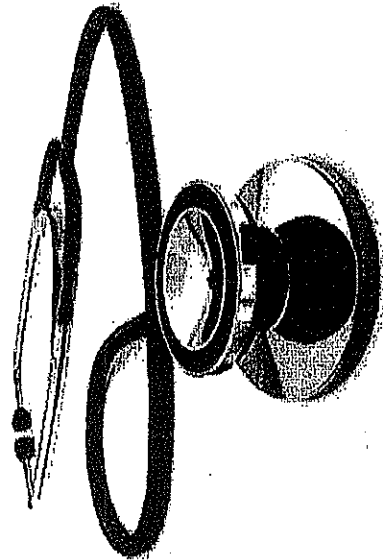
Parent's Name _____

Parent's
Signature _____

Date _____

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/PT 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.

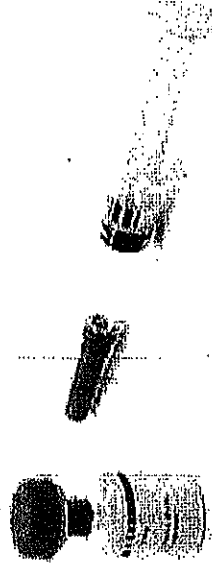


What should I do if my child gets sick?

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



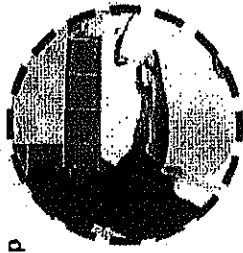
How can I protect my child from the flu?

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

What can I do to prevent the spread of germs?

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

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

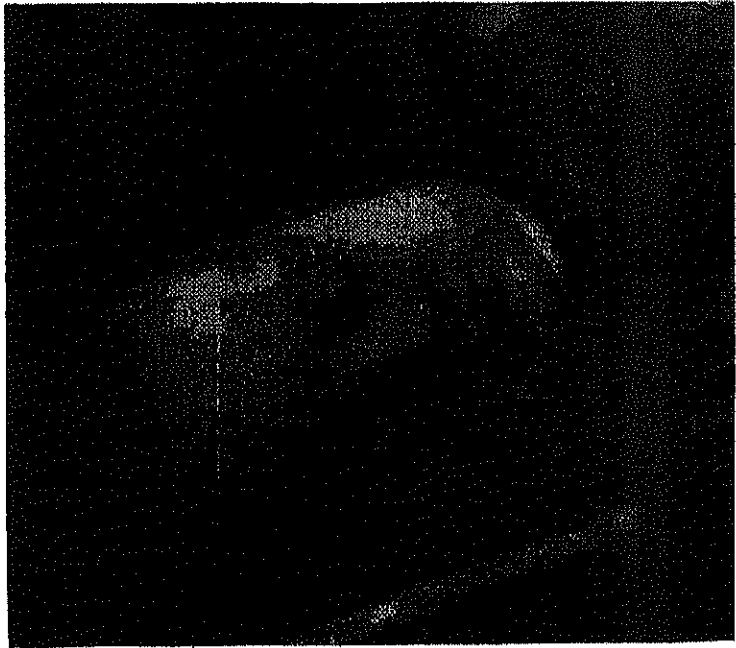


When should my child stay home from child care?

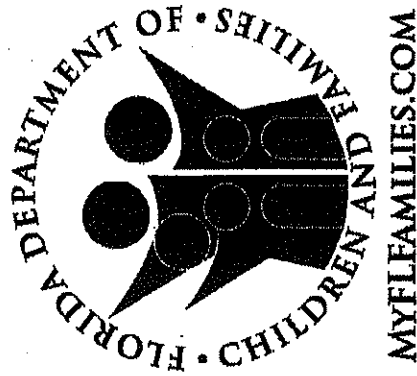
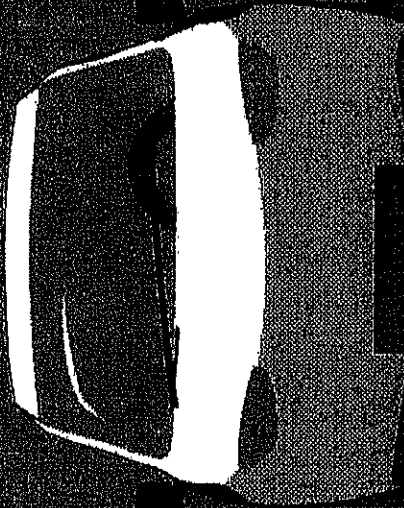
A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest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

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

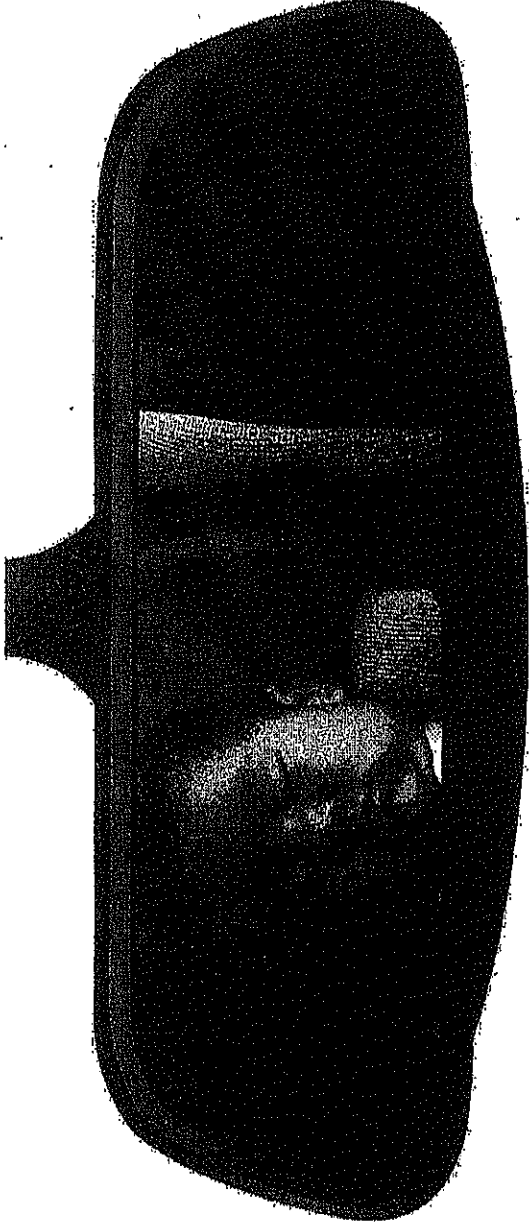
A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



When life happens...Don't be a
**DISTRACTED
ADULT**



Developed by:
The Office of Child Care Regulation
www.myfamilies.com/childcare
CFPI 175-12, May 2019



FACTS ABOUT

HEATSTROKE:

It only takes a car **10 minutes to heat up 20 degrees** and become deadly.

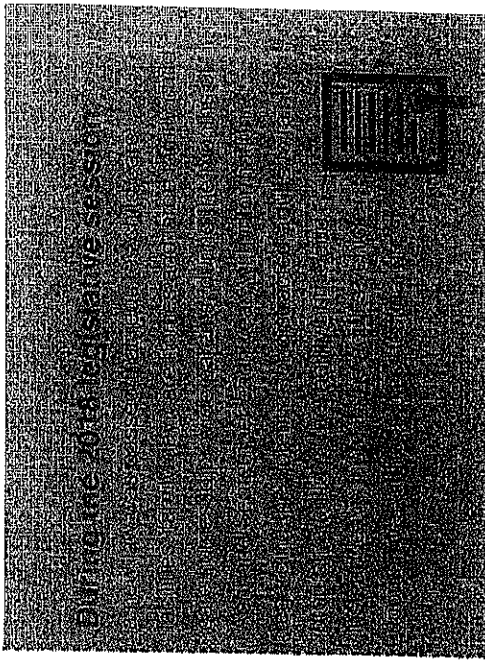
Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian: _____

Child's Name: _____

Date: _____

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