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
Health / Physical Record~ please submit on/before 1st day
Immunization Record~ please submit on/before 1st day
VPK only
 Signed VPK Certificate of Eligibility (from Early Learning
Coalition)
 VPK Attendance Policy
Fees:
 Tuition Express Enrollment Form <u>OR</u> 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 24, 2025

Dear Families,

The registration process for the next school year has begun. As a currently enrolled family, you have 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 17, 2025.

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 (\$100) will not be assessed until October.)

Tuition rates for the 2025-2026 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	\$310/week
•	Full Day 2's	\$270/week
•	Full Day 3's	\$255/week
•	Full Day VPK/4's	\$210/week
•	Full Day Non-VPK	\$220/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." \sim Isaiah 54:13



Isle of Faith Child Development Center Child Care Application for Enrollment

Student Information: Date of Birth: Sex: Enrollment Date Full Name: Last First Middle Nickname Child's Physical Address: Primary Hours of Care: From: to: Days of Week in Care: MTuWedTh Fri Family Information: Child lives with:					FOR OFICE USE	ONLY
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Address: Address:	Address:			Address:		
Home Phone: Home Phone:	Home Phone:			Home Ph	one:	
Cell Phone: Cell Phone:	Cell Phone:			Cell Phone:		
Email: Email:	Email:			Email:		
Employer:Employer:	Employer:			Employe	r:	
Work Phone: 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.	and are authorized to re custodial parent or legal	move student fro guardian cannot	m the facility ir	cases of	illness/accident/	emergency or if
Name Address Home/Cell Phone Work Phone	Name	Address		H	ome/Cell Phone	Work Phone
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Medical Information: I hearby 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

The Department of Children and Families requires us to have an up-to-date immunization form (DH 680) and a Physical form (DH 3040) at all time. These completed form are provided to you by your child's doctor.

Both forms need to be turned in to us on or before the school year. We are asking that you have these forms in by August 7^{th} , 2025.

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Financial Overview - Tuition & Fees for 2025-2026

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: \$310/weekTwo's: \$270 weekThree's: \$255/week

VPK Wrap: \$210/week during school session & \$220/week outside of school session

Part-time Tuition:

Three's: \$290/monthVPK/Fours: State Paid

School Age Tuition - During school session

Before Care: \$35/weekAfter Care: \$70/weekBefore/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:

Parent Agreement Form

Isle of Faith Child Development Center

1821 San Pablo Road Jacksonville, Florida 32224 (904) 221-5437

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 illnesses--shot and immunization forms are required before child can attend school)
- -fees and payment policies

(I understand my child may not attend IOF if I have not paid his/her tuition (weekly tuition is due each Monday). 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
- -hours of operation, holidays, and other closures
- -parents' right to observe and be involved
- -center's Termination/Expulsion Policy

ا 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.

Automated Payment Processing



Safe. Convenient. Easy.

Cardholder Signature

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 **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 Card Number **Expiration Date CVV Code**

Date