



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 Sa Su

Family Information: Child Lives With:

Mother's Name: Father'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:

Emergency Care Plan instructions (if applicable):

Emergency 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#

Name	Address	Work#	Home#
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**Helpful Information About Child:**

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- 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, "Know Your Child Care Facility" (CF/PI 175-24), 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, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- 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

E-mail address for absentee notification: \_\_\_\_\_



# Permission for Food-related Activities & Special Occasion food consumption

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

I \_\_\_\_\_ GIVE/DECLINE permission for \_\_\_\_\_  
(Parent or Guardian) (circle one) (Child's Name)

To participate in food related activities & special occasions, wherein food is consumed.

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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):

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My child DOES have a food allergy or dietary restriction. He or she MAY NOT participate in activities.

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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.

\_\_\_\_\_  
(Parents or Guardian) SIGN

\_\_\_\_\_  
DATE

**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/>**

## 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](http://www.myflorida.com/childcare) or contact your  
local licensing office below:

CF/PI 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

## Hogan Lane Day Care's Voluntary Pre-Kindergarten Attendance Policy

Hogan Lane V.P.K. class time is from 8:30AM-1:30PM on Tuesday, Wednesday and Thursday. The cost for Extended Day is \$100.00 per week. If your student is here during non-VPK time you will be billed! If a student whom is not enrolled in Extended Day is picked up late the cost is \$10.00 per minute for the first five minutes and \$1.00 for each additional minute. A combined overage time of thirty minutes or more will result in your being charged the wrap around fee of \$100.00. If you are in non-compliance of the Hogan Lane hours of V.P.K. operation three times, Hogan Lane reserves the right to remove your student from our roll. This will allow you to find a class that better fits with your schedule. Please inform us if your child will be out of school. Try to have your student here no later than 8:45AM. Tardiness disrupts the entire class.

## Hogan Lane Day Care's School Readiness Attendance Policy

Hogan Lane Day Care and their clients MUST FOLLOW the attendance policy set forth by school readiness contract guidelines.

## Sign in Sheet Process

Parent/Guardian must use their **full legal name** to sign their student in and out on the appropriate VPK State form. If your student is also on our School Readiness roll you must sign them in and out on the appropriate County form with the parent/guardian's full legal name. All students must be signed in and out with the appropriate **times** on the Hogan Lane Day Care roll. Sorry for any inconvenience – these are the rules.

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Parent/Guardian Signature

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Date

**Children & Family Services GIVES US 30 DAYS FROM ENROLLMENT DATE TO COMPLY WITH THE FOLLOWING ITEMS:**

1. YELLOW 3040 STUDENT HEALTH EXAMINATIONS.  
(A NEW PHYSICAL IS REQUIRED EVERY TWO YEARS)
2. A BLUE CARD 680 IMMUNIZATION CERTIFICATE.  
(NEEDS TO BE UPDATED OR REPLACED WITH A NEW BLUE CARD AFTER EACH SHOT RECEIVED BY YOUR CHILD/REN)
3. HEAD LICE: YOU HAVE TO IMMEDIATELY COME PICK UP YOUR CHILD/REN, TREAT THEIR HAIR, YOUR HOUSE, VEHICLES, AND ALL CLOTHING INCLUDING COATS, HATS, ETC. IF YOUR CHILD HAS EGGS ¼” FROM SCALP FROM ONE TO TEN DAYS AFTER TREATMENT, YOU WILL BE CALLED AGAIN TO RE-TREAT. SHAMPOO WILL NOT CLEAR HEAD OF EGGS. YOU WILL NEED TO STRIP THEM OUT BY HAND. A METAL LICE COMB IS HELPFUL.

**\*ASK THE DOCTOR OR CLINIC FOR DAY CARE HEALTH RECORDS ON ITEMS ONE AND TWO. THEY WILL KNOW WHAT TO GIVE YOU.**

IF WE ARE OUT OF COMPLIANCE ONE THE ABOVE HEALTH RECORDS, D.C.F. REQUIRES THAT YOU HAVE THE REPLACEMENT FORMS IN OUR HANDS WITHIN TEN DAYS OF THE INSPECTION DATE. WE ARE TO REFUSE TO KEEP YOUR CHILD/REN ON THE TENTH DAY AND CAN BE FINED. THEY CAN PULL OUR OPERATING LICENSE.

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PLEASE CHECK THE ORANGE SHEET FOR ADDITIONAL FEES DUE FOR LATE PAYMENT, LATE PICKUP, BREAKFAST, FIELD TRIPS, AND DAY CARE FEES. DAY CARE AND ORANGE SHEET PAYMENTS ARE DUE ON MONDAYS. WHEN YOU INCLUDE YOUR ORANGE SHEET MONIES IN YOUR CHECK, MAKE CHECK PAYABLE TO: **SHARON HOGAN**. DAY CARE BILLS MUST BE KEPT CURRENT. THE LATE PAYMENT FEE IS **\$30.00 PER DAY**.

WE CLOSE AT 5:30 P.M. AND THE LATE PICKUP FEE IS **\$10.00 PER CHILD PER MINUTE FOR THE FIRST FIVE MINUTES** AND **\$1.00 PER CHILD FOR EACH ADDITIONAL MINUTE THEREAFTER**.

**Non-Sufficient Checks** – WILL BE CHARGED **\$50.00** AND CASH MUST BE PAID FROM THAT POINT FORWARD. **NO POST-DATED CHECKS**.

**MEDICATION IS DISPENSED ONLY AT 11:00 & 3:00 WITH A SIGNED NOTE.**

**NEVER LEAVE A CHILD IN AN UNATTENDED VEHICLE!**

- In just 10 minutes, a car's temperature can increase by 19 degrees
- Before getting out of your car, check the back seat... Don't forget your child!
- Never leave your child alone in a car & CALL 911 IF YOU SEE A CHILD LOCKED IN A CAR!
- Place something in the back seat that you will need that day.

*Developed by: Prevention Unit / Office of Family and Community Services*

\_\_\_\_\_  
Parent Print Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student's Name(s)

\_\_\_\_\_  
Date