

### STUDENT INFORMATION

Enrollment Date: \_\_\_\_\_ Regular Hours of Care: M T W TH F \_\_\_\_\_ am to \_\_\_\_\_ pm

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Male/Female

Date of Birth: \_\_\_\_\_ Age as of September 1st of Current School Year: \_\_\_\_\_

Food and/or Medication Allergies: \_\_\_\_\_

Current and Past Medical Conditions : \_\_\_\_\_

Emergency Care Plan: Steps to take for serious medical condition. Ex. Asthma, Diabetes, Seizures  
List symptoms, medications to use, what symptoms require 911 call, and other beneficial information.

Medications: \_\_\_\_\_

Physician Name, Phone Number, Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Lives with (circle one) Parent/Guardian 1, Parent/Guardian 2, Both Parents/Guardians

### CUSTODIAL PARENT(S)/GUARDIAN(S) INFORMATION

#### Parent/Guardian 1

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Place of Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Parent/Guardian 2

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Place of Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

### LIST OF PERSONS AUTHORIZED TO PICK UP YOUR CHILD

Child will be released only to the custodial parent(s) or legal guardian(s) 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(s) or legal guardian(s) cannot be reached. Use an additional sheet if needed:

Name/Relationship	Address	Work#	Cell/Home#

**PERMISSIONS****Initial and Circle Appropriate Response**

\_\_\_\_\_ On occasion, teachers may plan crafts or learning activities that involve food and on special occasion we will serve special treats/food. My child may / may not participate in food activities. Foods/items that you have listed as an allergen will not be served or handled by your child.

\_\_\_\_\_ I give / do not give permission for Ministry Village Early Learning Center to create, release and/or reproduce my child's photo, video, and or likeness, and release and/or reproduce my child's artwork and creative writing for advertising and promotional purposes, including but not limited to, display on the ELC's website, social media, in-school bulletin boards, etc. Your child's name will not appear in conjunction with your child's photograph on the website or social media at any time.

**SUPPLIMENTAL INFORMATION**

Are you a member of Olive Baptist Church: Yes / No. If no, do you attend church elsewhere? Yes / No.

**ACKNOWLEDGEMENTS**

- I have received a copy of the brochure "Know Your Child Care Center".
- I have received a copy of the brochure "Parents: Guide to the Flu".
- I have received a copy of the brochure "Distracted Adult".
- I have received a copy of the brochure "Ryla Wilson Act".
- I have received a copy of the Parent Handbook that includes our discipline and expulsion policies, food and nutrition policies, incident/accident report policy and understand the most recent version is located on our website.
- I understand that 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 and I must keep these documents current.
- I understand there may be children in attendance whose vaccines are not current due to religious exemption or medical reason.
- I understand I must update, in writing, any changes to any information included on this Enrollment Application.
- I understand that I must make a monthly payment on the first of the month and a late payment fee will be added on the 6th day of the month. Any returned payments will incur a \$25 fee.
- I understand that tuition will not be discounted or refunded for sick days, school closings, holidays, or vacations.
- I understand that the registration fee is \$100 per school year and is non-refundable.
- I understand that tuition rates may be increased with a two week notice.
- I understand that the personnel of the Ministry Village Early Learning Center have access to my child's school records.

I attest that all information on this application is true and complete and that I agree to follow the policies and procedures of Ministry Village Early Learning Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



MINISTRY VILLAGE

# early learning center

Dear Parents:

Because we know how important your child's first 5 years are, we are excited to begin a screening and monitoring program called The Ages & Stages Questionnaire (ASQ). We want to help you provide the best start for your child. ASQ is a tool that provides us with information that will be helpful in determining if there are community services or resources that may be beneficial for your child/family. The ASQ data can also be used to tailor instruction to your child's needs.

The ASQ looks at a child's communication, gross and fine motor skills, problem solving and personal/social skills. The following is a brief description of the five development areas:

- |                  |   |
|------------------|---|
| Communication:   | Looks at language skills including what the child understands and what the child can say. |
| Gross Motor:     | Looks how your child uses his/her large muscles. It looks at movements and coordination.  |
| Fine Motor:      | Looks at hand and finger movements and coordination.                                      |
| Problem Solving: | Looks at how your child plays with toys and solves problems.                              |
| Personal/Social: | Looks at your child's self-help skills and interactions with others.                      |

We will provide feedback to you about the screening. If the questionnaire shows possible concerns, we will schedule a time to speak with you about the ASQ results and about getting a more involved evaluation for your child by a specialist from the Early Learning Coalition of Escambia County (ELC). A Parent/Guardian Consent Form for the ELC is on the back of this letter. Please sign the consent form in order for us to complete the screening. If you are getting a voucher from ELC, you are required to get the screening.

Even though you may feel there is no reason for a screening, the screenings will provide valuable information to your child's teachers and to our management staff. We look forward to your participation in the program and encourage you to be a part of this. Please fill in the consent form which is on the back of this letter.

Sincerely,

Kristi Zagar  
Director



# Parent/Guardian Consent Form

OFFICE OF  
**Early Learning**  
LEARN EARLY. LEARN FOR LIFE.

PARENT/GUARDIAN NAME \_\_\_\_\_

CHILD \_\_\_\_\_ DOB \_\_\_\_\_

CHILD \_\_\_\_\_ DOB \_\_\_\_\_

CHILD \_\_\_\_\_ DOB \_\_\_\_\_

CHILD \_\_\_\_\_ DOB \_\_\_\_\_

I give consent for the following screenings to be completed by my child's Provider or person designated by the Early Learning Coalition: Developmental, Vision, Hearing, Height & Weight and BMI (Body Mass Index). The results of this screening will be shared with the parent. I am aware that I may withdraw this consent in writing at any time.

Please check one:

I authorize consent.

I decline consent.

I give consent to Coalition or contracted staff to engage in verbal, written, or electronic communication about the health, educational, and/or behavioral status of my child or me with the following service providers/community programs. Consent may not be denied for review of information related to federal or state funding payments.

Children's Medical Services  
Department of Children & Families  
Early Steps (formerly DEI)  
Escambia County Health Department  
Escambia County School District  
Early Learning Coalition of Escambia County  
Other: \_\_\_\_\_

Families First Network  
FI Diagnostic & Learning Resources System  
Florida's Office of Early Learning  
Head Start  
VPK program Provider  
Employer

Please check one:

I authorize consent.

I decline consent.

I am aware that I may withdraw this consent in writing at any time.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Authorization is valid for the period the participant remains in the program or withdraws their consent.**

A PHOTOSTAT OF THIS SIGNED CONSENT FORM SHALL BE AS VALID AS THE ORIGINAL

## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number:           001E50431            
License Issued on   11/ 01/ 2020    
License Expires on   5 / 01/ 2021    
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

OFFICE OF CHILD CARE REGULATORY AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

GF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



## General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

### Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

### Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

### Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

- Maintain accurate records that include:
  - Children's health examination/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

### Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



## 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.



"The Flu"  
A Guide  
for Parents

INFLUENZA VIRUS



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:** \_\_\_\_\_ Do not fill out. Your signature on the enrollment

**Child's Name:** \_\_\_\_\_ Application acknowledges your receipt

**Date Received:** \_\_\_\_\_ of this document.

**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...

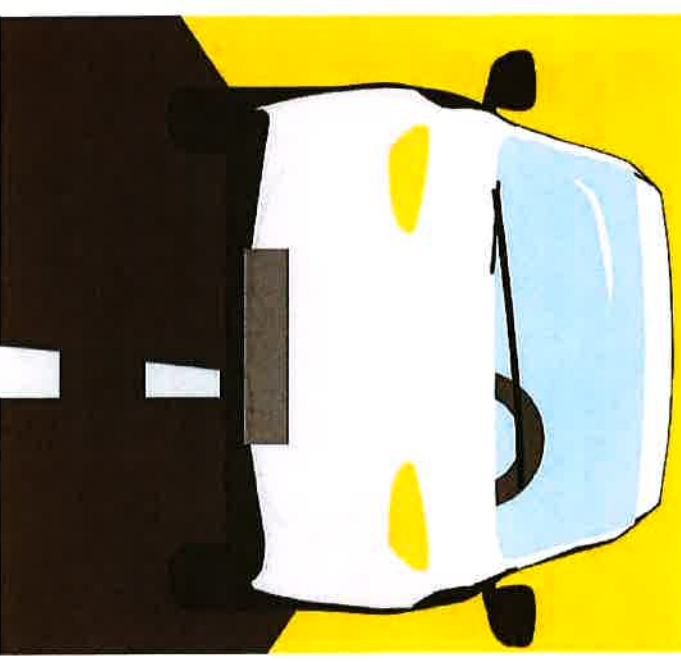


Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019

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





## 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.



**During the 2018 legislative session,** a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt of the Distracted Adult brochure**

Parent/Guardian:

Child's Name:

Keep for your records. Your signature on the enrollment application acknowledges the receipt of this form.

Date:

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

# Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

## Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**\*\* If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE\*\***