

Ms. Kristin's Kinder Academy

CHILDCARE APPLICATION FOR ENROLLMENT

Date of Birth: _____ Sex: ___ Enrollment Date: _____

Child's Full Name: _____
Last First Middle Nickname

Social Security Number: _____ - _____ - _____

Child's Physical Address:

Mailing Address (if different than Physical): _____

Requested Primary Hours of Care: From: _____ to: _____

Days of the Week in Care: M T W TH F

Family Information

Child Lives with: _____

Custodial Person: _____

Mother

Name: _____

Address: _____

Cell Ph: _____ Home Ph: _____ Work Ph: _____

Email Address: _____

Date of Birth: _____

Driver's License: _____ Exp. Date: _____

Employer: _____

Employer Address: _____

Father

Name: _____
Address: _____
Cell Ph: _____ Home Ph: _____ Work Ph: _____
Email: _____
Date of Birth: _____ Social Security Number: _____
Driver's License: _____ Exp. Date: _____
Employer: _____
Employer Address: _____

Medical Information

I hereby grant permission for the staff of Ms. Kristin's Kinder Academy to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Phone: _____ Address: _____
Dentist: _____ Phone: _____ Address: _____
Preferred Hospital: _____

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

Contacts

Children 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 your child from the facility in case of illness, accident, or emergency if for some reason the custodial parent or legal guardian cannot be reached:

Mother: YES, NO Father: YES NO

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

COURT DOCUMENTS MUST BE ON FILE AT THIS SCHOOL IF ONE OF THE PARENTS CANNOT PICK UP THE CHILD

1.				
	Name	Phone	Address	Relationship
2.				
	Name	Phone	Address	Relationship
3.				
	Name	Phone	Address	Relationship
4.				
	Name	Phone	Address	Relationship

Section 65C-2.2306(2), F.A.C. requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 402.3 I 25(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure: "KNOW YOUR CHILD CARE FACILITY"

Section 65-22.006(4)©2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.

DISCIPLINE POLICY

We will use age-appropriate discipline. Discipline is the positive method of teaching a child appropriate behavior. It includes Acceptance, Listening, Consistency, Encouragement, Rewards, Praise, offering Alternatives, Controlling the environment, and as a last resort-Time-out.

It does not include physical punishment, verbal abuse, emotional abuse, “rough handling”, or withholding food, toileting or sleep. Therefore: children shall NOT be subjected to discipline which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of punishment is PROHIBITED.

I have read, understand, and will abide by the information contained in the registration application.

Parent Signature: _____

Date: _____

Ms. Kristin's Kinder Academy
 923 Fairlane Drive
 Lakeland, FL 33809
 (863) 937-9153

Childcare Rates
 2023-2024

Registration: Due August of Every Year	\$65
Infants	\$185
One year old room	\$170
Two-year-old room	\$160
Three-year-old room	\$150
Four-year-old room	\$140
Five-year-old room	\$140
VPK-Wrap Care	\$135

These fees include AM snack and PM snack and pizza on Fridays.

The usual fees are charged for the holidays that the school is closed. See the school calendar for holiday details.

Children cannot be at the daycare more than 10 hours per day.

Students are given 1 week of vacation for every year of full-time continuous enrollment. (All fees must be current.) **Parents must give the school a 2-week notice of their intent to use vacation time.** There will be no vacation allowance made for absences of less than 1 week. If your child is sick for a full week, Monday-Friday, vacation time may be used (if accumulated) without notice after one year.

All fees are due on a Friday by closing in advance, fees paid after Monday will be charged a late fee of \$8.00 per day, including the day you pay the fees. Please refer to contract details.

Returned checks: all returned checks will be charged a \$30.00 return check fee. After the second returned check, we will accept only cash.

Ms. Kristin's Kinder Academy closes promptly at 6:00pm. Children left after that time will be charged \$2.00 per minute payable immediately to the employee on duty. No exceptions.

Parent/Guardian Signature

Date

Ms. Kristin's Kinder Academy

July 2021

I _____, permit Ms. Kristin's Kinder Academy to apply **mosquito repellent** to my child _____ to prevent mosquito bites on the playground. To the best of my knowledge, my child is not allergic to mosquito repellent.

Parent Signature:

Teacher Signature:

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923 Fairlane Drive
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Information and Orientation Sheet

Age groups served: Six weeks through entering kindergarten unless otherwise notified.

Days of operation: Monday through Friday (holiday schedules provided in parent handbook.)

Hours of operation: Although our preschool is open from 6:30am to 6:00pm, our preschool curriculum begins at 9:00am and ends at 4:00pm.

Tuition and Registration: A \$65.00 registration fee will be applied for your first child, then a \$25.00 per child fee for any additional children. This fee is charged upon enrollment and yearly (in August) after that. Tuition fees are based on your child's age. All tuition payments are due by the close of the Friday before the week for which you are paying. If tuition is paid after Monday, noon time, you will be charged \$8.00 per day fee until the tuition is current. Tuition not paid by Wednesday could result in the termination of your child from our school.

Drop off and pick up procedures: Children must be brought into the preschool by an adult, signed in and delivered to a staff member. Children being dropped off after 9:30am will need to have a doctor's note. Persons picking up children must be on the approved pick-up list, be 18 year of age or older and must sign the child out. Children picked up after 6:00pm will be charged \$2.00 per minute until the child is picked up.

Enrollment paperwork: All enrollment paperwork must be completed and turned in by the child's first day of school. All medical records shot records and physicals must be turned in by the 10th day of enrollment.

First day procedures: Although it is hard to leave your child alone in a new environment (harder if they cry) we have found that if you develop an everyday routine of signing your child in, then reassuring them you will be returning at (5:00pm for example) then kiss them and turn them over to a staff member with a cheery good-bye and then leave the building it will become routine and after no more than two weeks your child will become accustomed to the routine and your mornings will be pleasant again.

Should you have any questions, please contact Ms. Sandra, the director and owner of Ms. Kristin's Kinder Academy.

Ms. Kristin's Kinder Academy
923 Fairlane Drive
Lakeland, FL 33809
(863) 937-9153

PARENT CONTRACT FOR SERVICES

_____ will be attending Ms. Kristin's Kinder Academy for preschool services beginning _____, from _____ am to _____ pm. For a weekly parent fee of \$_____ payable in advance on Monday before noon. Initials: _____.

I understand that if my child's tuition is not paid by noon on Monday, I will be charged an \$8.00 per day (starting Monday) late fee until such time as my tuition is current. Initials: _____.

I understand that if my child's tuition is not paid by Wednesday at noon the Academy reserves the right to terminate my childcare until my account is current. Initials: _____.

I understand that if I decide to terminate my childcare with Ms. Kristin's Kinder Academy a **two (2) week notice is required**. And that I am responsible for two (2) weeks of tuition even if my child does not attend Ms. Kristin's during that two (2) week notice period. Initials: _____.

Our school year goes from August to August. We will try to move children up if possible. However, if not they will remain in that class paying current rate until there is availability and the rate is changed. Initials: _____.

I understand that if my child is part of the VPK program, but I also have wrap care, before or after the vpk hours end, and I leave the program without a two-week notice, I am no longer under the vpk umbrella and I will be charged for lost VPK monies as well as my wrap care expenses and parent fee. Initials: _____.

I understand that if I should fail to give a two (2) week written notice or fail to pay the two (2) weeks of tuition, Ms. Kristin's will turn my account over to a collection

agency and I will be charged all collection fees as well as the tuition and any late fees that may accrue at \$8.00 per day. Initials: _____.

I also understand that a commitment to pay later will not absolve me of late charges on my account. Initials: _____.

I you are an ELC client we will contact ELC for any client that is more than 2 weeks late with their fees. Initials: _____.

I understand that I will be charged \$2.00 per minute when my child is picked up after 6:00pm. Initials: _____.

I understand that all necessary immunizations and physicals are required within 10 days of my child's registration date and must be kept current. Failure to provide this documentation could result in termination of services. Initials: _____.

Parent Signature

Date

CONSENT FOR DEVELOPMENTAL SCREENING(S)

The Creative Curriculum Developmental screening will be completed on each child three times during the school year. Upon enrollment, the center will start a portfolio and developmental checklist on your child. The developmental checklist will be updated on a monthly basis. Twice each school year we will hold a parent/teacher conference. Parents will be notified two weeks in advance so that they can schedule a time to meet with the school's staff. If there is ever a concern about your child's development, we will complete another assessment and follow up with a child referral form with any concerns and suggestions or referrals for community resources we may deem appropriate for you and your child. If your child takes part in a subsidized childcare program, he/she will be referred to an Inclusion Specialist for a second assessment. Our school will then follow up with any referrals that the ELC Inclusion Specialist makes and provide community resources as needed.

The parent/caregiver/guardian gives consent for Ms. Kristin's Kinder Academy and the staff to complete developmental screening(s) on their child:

(Child's Name) _____

By Signing, I acknowledge that I have read and agree to the conditions stated above.

Parent/Caregiver/Guardian Signature _____

INCIDENT/ACCIDENT REPORTS

Although we make every effort to keep close visual tables on all the children placed in our care there are times that your child may sustain a minor scratch, bump, bite, or bruise that we cannot specifically state the how's and why's for. If the child reports this to his/her teacher, we will write up an accident report for your information. This is so that you understand we realize an incident involving your child has happened and we did take any necessary medical steps but we do not have eye witness accounts for this incident. As your children get older, they may not report all bumps, bruises, and scratches to a teacher. If you should find such marks on your child, please talk to your child about how they received the mark. Open communication between parent and child will help both understand that scrapes/scratches and bruises are an everyday occurrence in your child's play day.

BITING

It is the school's policy to inform parents if their child has been bitten or is biting. In the one-year-old through two-year-old classrooms biting is a stage of development that almost every child will go through. It's a form of claiming space and releasing anger. Some children may bite once or twice then after realizing the consequences of biting will move on to another form of settling disputes (we teach the children to use their words). However, sometimes we do have children that continue to bite after we have exhausted all behavior modifications available to our center. If your child begins to bite, we will notify the parent and ask for your help in stopping this behavior. After your child has bitten another child for the fourth (4th) time in less than a two-week period your child will be suspended from the preschool for two business days. If your child continues to bite after their return, we have no other alternative than to withdraw your child from our preschool program.

I, the undersigned, do hereby state that the above policies have been read and understood. I also understand that failure to comply with these policies can and will result in the immediate termination of my contract agreement.

Signature of Parent/Guardian

Date

Ms. Kristin's Kinder Academy
 923 Fairlane Drive
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ITEMS YOU NEED TO SEND WITH YOUR CHILD TO PRESCHOOL

1. Small crib size blanket for naptime. (Please no single bed size blankets are allowed.)
2. Two changes of clothing. More underwear and pants if potty training. (Put name inside clothing.)
3. Current Immunization record
4. Current Yellow Physical Sheet
5. Diapers or Pull-ups (enough for a week).
6. Baby wipes (for non-potty-trained children)
7. Paint Shirt (One of mom or dad's old button down short sleeved shirts)

If you bring your child's replacement items in a plastic/paper bag, please write the child's name on the outside of the bag as well as on their belongings.

A notice will be placed in your child's cubby if your child needs any of the above items replaced. Please replace the items by the next school day.

PHOTOGRAPH/VIDEO PERMISSION SLIP

I _____ give Ms. Kristin's Kinder Academy permission to photograph/video my child _____ during preschool activities.

I understand that pictures of my child may be displayed on posters, collages and may possibly be used in advertising campaigns and during celebration ceremonies such as graduation.

Parent/Guardian Signature

Date

Payment Certification

I certify that I am responsible for any additional cost that is not provided by Early Learning Coalition. Additional fees are as follows:

ELC Payments:

Private Payment Certification

Parent/Guardian Signature

Date

Ms. Kristin's Kinder Academy

EMERGENCY OPERATION PLAN

2022-2023

Name of Child: _____

Signature of Parent/Guardian: _____

The following is an Emergency Operation Plan for Ms. Kristin's Kinder Academy located at 923 Fairlane Dr., Lakeland, FL 33809.

This plan covers:

- Fire
- Floods
- Hurricanes
- Tornadoes
- Bomb Detection or Threat
- Lock Down

As several phenomena may occur concurrently, ie. Hurricanes and floods or bombs and fires, several procedures may also occur concurrently. The following information can apply to any type of emergency:

Business: Ms. Kristin's Kinder Academy

Location: 923 Fairlane Dr., Lakeland, FL 33809

Phone: 863-937-9153

Director: Sandra Angulo

Hours of Operation: 6:30am to 6:00pm, Monday to Friday

Floor plan of the building-Available upon request, shows locations of exits, fire extinguishers, and power box.

During an emergency, command of evacuation (if necessary) shall be under the direction of the director or the most senior staff member. A chain of command below those two has been established.

Evacuations will be conducted according to the route posted in each classroom unless this takes them through a danger area. After exiting, each class with teachers meets at a designated area; the designated area varies with the type of emergency.

To compare the class roster with the daily master roster, sign in book, the director or senior staff members are responsible for taking this book to the evacuation site, thus accounting for each child and teacher.

The infant room with maximum of four infants is located adjacent to the office area thus two or more individuals are available to carry the infants to safety. The company telephone is in the office area and is a cordless telephone.

Any employee with a cell phone is asked to please take them with you as you exit the building. It is the responsibility of the director or senior staff member to call 911 or designate someone at the time to perform this duty.

There are First Aid kits located under the counter in the office area and in one car. After evacuation parents shall be notified as soon as feasible and be informed as to pick-up locations of their children. In most situations, the pickup location will be in the parking lot of SHERMIN WILLIAMS paint store in the corner at the beginning of Fairlane Dr.

Address: 5611 US Hwy 98 N. Lakeland, FL 33809

The director, senior staff member is responsible for bringing all students files from the filing draw.

Ms. Kristin's Kinder Academy
(Updated 2022)
Expulsion Policy

Name of Child: _____

Signature of Parents/Guardian: _____

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriateness of activities, supervision.

Staff will always use positive methods and language while discipling children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parents/Guardians will be notified verbally.

Parents/Guardians will be given written copies of the disruptive behaviors that might lead to expulsion.

The Director, classroom staff, and parents/guardians will have a conference to discuss how to promote positive behavior.

The parents/guardians will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation may be offered.

Recommendation of evaluation by local school district child study team may be offered.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parents' behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion policy. And the parent/guardian will be informed about the expected behavioral changes required for the child or parent to the school.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

Failure to pay/habitual lateness in payment.

Failure to complete required forms including the child's immunization records

Verbal abuse to staff.

Parental threatens physical harm or intimidating actions toward staff members.

CHILD'S ACTIONS FOR EXPULSION

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts

Ongoing physical abuse to staff or other children

A CHILD WILL NOT BE EXPELLED

If child's parents:

Made a complaint to the office of licensing regarding a school alleged violation of the licensing requirements.

Reported abuse or neglect occurring at the school.

Questioned the school regarding policies and procedures.

Without giving the parent sufficient time to make other childcare arrangements.

My signature below verifies receipt of the brochure on “The Influenza Virus, The Flu, A Guide to Parents”.

Name: _____

Child’s Name: _____

Date Received: _____

Signature: _____

Please complete and return this part of the brochure to your childcare provider for them to maintain it in their records.

I have read and understand the Parent Handbook for Ms. Kristin's Kinder Academy.

Parent/Guardian Signature

PLEASE RETURN TO OFFICE BEFORE ENROLLMENT

Discipline Policy: At Ms. Kristin's Kinder Academy, physical or verbal abuse is not permitted. The only acceptable forms of discipline are redirection, positive reinforcement, and the occasional use of "time out". The guidelines we use for children in "time outs are one minute for each year of their age (ie. One year old= one minute, etc.). This will be accompanied by a discussion with the child regarding the unacceptable behavior. Inappropriate behavior shall be viewed as exactly that. Children shall never be referred to as naughty or bad. We always address the behavior as the problem, not the child. Whenever possible we give the child a choice. Let them own their actions by choosing what they do. A teacher is expected to give unconditional acceptance of the child. The child is seen as a good person, trying their best to go about their daily life.

Parent/Guardian Signature: _____

I have read and acknowledge the “Know Your Child Care Facility” Brochure.

Parent/Guardian Signature

Date