

**ST. PETER'S UNITED METHODIST CHURCH
CHILD ENRICHMENT CENTER
ENROLLMENT FORM 2018-2019**

Child's Name: _____
(Last) (First) (Middle)

Name used at home: _____ Birthdate: _____ Sex: _____

Address: _____
(Street Address) (City) (Zip)

Primary Phone Number: _____ Primary Language: _____

Mother's Name: _____ Place of Employment: _____

Work Phone Number: _____ Cell Phone: _____

Email: _____

Father's Name: _____ Place of Employment: _____

Work Phone Number: _____ Cell Phone: _____

Email: _____

Child resides with: Both Parents Mother Father Other: _____

Physician: _____ Phone: _____

May the staff at C.E.C. call another physician if unable to contact the above? Yes / No

Religious affiliation: _____ or _____
(membership) (church you attend)

Person(s) to be contacted in case of illness, accident or emergency, if for some reason you cannot be reached, and authorized to remove the child from the facility. If none, indicate "NONE".

(name) (phone) (relationship)

(name) (phone) (relationship)

Other person(s) authorized by you to take the child from the facility (if different from above. EX: carpools)
If none, indicate "NONE".

(name) (phone) (relationship)

(name) (phone) (relationship)

Has your child attended preschool before? Yes/No Name of school: _____

Please list any important MEDICAL CONCERNS or ALLERGIES your child may have:

(Please use the back of this form for any additional information)

(Date)

(Signature of Person Enrolling Child)

ST. PETER'S UNITED METHODIST CHILD ENRICHMENT CENTER
EMERGENCY CONTACT FORM
2018-2019

This program will exercise reasonable care and judgment in matters related to the welfare and safety of the child. In case of an accident or illness to the child, the staff will promptly take reasonable measures, in the best interest of the child.

1. You will be notified as soon as possible. In case you cannot be reached, the next person authorized to act for you in an emergency will be notified.
2. In the event neither you nor the authorized person can be reached, the student's physician will be notified.
3. If we are unable to reach that physician, the next attending doctor will be consulted. A properly licensed practicing physician will be notified, at the Center's own discretion, if the above doctors cannot be contacted.
4. In the event of an emergency when you or the persons named below cannot be reached with reasonable effort, you, by signing this form, do hereby appoint the Director of the Child Enrichment center, or, in her absence, the person responsible for supervision of the Child Enrichment Center at that time, as your Attorney-in-Fact to authorize such medical care and treatment (including the administration of drugs and medicines, transport to emergency facilities, and such other treatment as the circumstances may require) as may be recommended by duly licensed personnel, including paramedics and nurses.
5. You agree that the Child Enrichment Center, its staff and St. Peter's United Methodist Church of Wellington, Inc. officers will not be held liable for any first aid rendered, or treatment, drugs of medicine or surgical procedure performed pursuant to this consent.

SIGNATURES MUST BE NOTARIZED

Signature of Parent or Guardian

Before me, an officer duly licensed to take acknowledgements, personally appeared:

D.L.# _____

acknowledge their execution of the foregoing

This _____ day of _____, 20____

Notary Public, State of Florida, at Large.

My commission expires: _____

Notary Signature
State of Florida, County of Palm Beach

Child's Full Name: _____

Primary Phone Number: _____

Alternate Person To Be Contacted in an Emergency (other than parent(s)): _____

Daytime Phone/Cell Number for Emergency Contact: _____

Child's Physician: _____ Phone Number: _____

Hospital of Choice: _____

ST. PETER'S CHILD ENRICHMENT CENTER
SCHOOL POLICIES, PROCEDURES & AUTHORIZATIONS
2018-2019

PHILOSOPHY OF DISCIPLINE

_____ Initial

We believe in positive reinforcement of a child's good behavior. The staff will strive to provide love, understanding, listening, encouragement, reassurance, and a tender touch. The staff members will use positive reinforcement principles to discipline children. The staff will not spank, deny food, or name call. Usually, reasoning with a child will suffice in the case of unacceptable behavior. There may be an occasion when a child needs to be separated from the group to redirect his/her attention; this time period is to be very limited and would allow the child to relax and then rejoin the group. It is the policy of the C.E.C. to involve the parents in a case of a child who exhibits a consistent or extreme disruption to his or her classroom.

YOUR CHILD'S NUTRITIONAL NEEDS

_____ Initial

Parents are responsible for their child's nutritional and dietary needs while at the Child Enrichment Center. If attending the morning session, parents need to provide a nutritious snack and drink for the mid-morning snack time. If attending a class that has lunch, parents need to provide a lunch and drink. St. Peter's CEC does not provide any food for our students.

"KNOW YOUR CHILD'S DAYCARE"

_____ Initial

Parents are provided with a copy of the Child Care Facility brochure, "Know your Child's Day Care Center" along with the Enrollment Packet.

ENROLLMENT INFORMATION

_____ Initial

All enrollment forms, notarized medical release form, physical exam and immunization form, and other requested information must be on file prior to your child starting school.

INFLUENZA VIRUS FORM

_____ Initial

All parents have been provided with the Influenza Virus form.
Please SIGN & RETURN the form with your child's enrollment packet.

REGISTRATION FEE

_____ Initial

The Registration Fee for enrollment into a class at St. Peter's CEC is NON-REFUNDABLE.

CLASS LIST DISTRIBUTION

_____ Initial YES / NO

Do we have your permission to use your name, email & phone number on our class lists to be distributed to other parents in your child's class?

SPECIAL SNACK/COOKING ACTIVITY

_____ Initial YES / NO

Does your child have permission to participate in special snacks or cooking activities within the classroom?
(Please list any allergies/dietary preferences on your child's Enrollment Form)

PHOTOGRAPHY RELEASE

_____ Initial YES / NO

I (parent/guardian) give my permission for St. Peter's CEC to include my child in photos that are published in local newspapers, posted on our school's Facebook page, or posted on the private St. Peter's CEC Parent Staff/Fellowship Facebook page.

YOUR SIGNATURE BELOW AND INITIALS ABOVE INDICATE THAT YOU HAVE READ THE ABOVE INFORMATION AND AGREE TO ABIDE BY ST. PETER'S CHILD ENRICHMENT CENTER'S POLICIES & PROCEDURES.

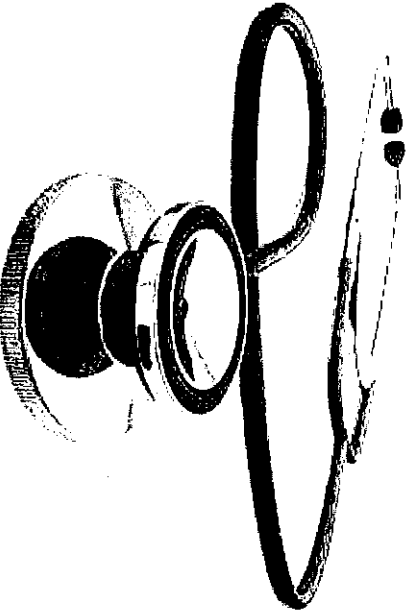
Child's Name

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:

Palm Beach County Health Department
Childcare Licensing Office
P. O. Box 29
800 Clematis St., 4th Floor
West Palm Beach, FL 33402
(561) 837-5900
www.pbchd.com

CE/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

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



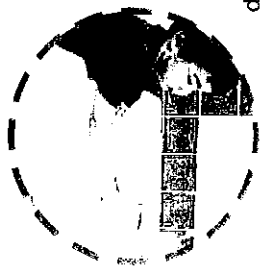
How can I protect my child from the flu?

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>



ST. PETER'S CHILD ENRICHMENT CENTER

TUITION EXPRESS

AUTOMATED PAYMENT PROCESSING

Dear Parents of children enrolled at St. Peter's CEC,

St. Peter's CEC wants to provide the best security and convenience for making payments while your child is enrolled at our school.

We are excited to offer payments through TUITION EXPRESS which is an automatic payment processing system that allows families to pay tuition and fees securely. Tuition Express is a payment card level 1 service provider and it is the premier payment processing solution in the child care industry. Over 12 million safe transactions have been processed since 2003. This system allows payment to be made by recurring credit card payments and recurring bank-to-bank transactions.

All tuition MUST be paid through Tuition Express.

Tuition will be debited on the first business day of the month. If a payment is declined and not rectified by the 10th of the month, a \$10.00 late fee will be assessed.

Attached you will find a list of Frequently Asked Questions, along with a Tuition Express Authorization Form. Please return your Authorization Form with your Enrollment Packet.

To learn more about the benefits of Tuition Express, please visit www.tuitionexpress.com.

Thank you so much for your cooperation with this safe payment procedure.

Sincerely,

St. Peter's CEC Office Staff



Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 128-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Payments will be taken out of your account on a schedule that you and the child care provider agree upon. Your provider has the ability to email (or print) statements for your records prior to the withdrawal of any money. Additionally, charges will show up on your monthly statement under "Tuition Express".

When I sign up for Tuition Express, how will this help my child care provider?

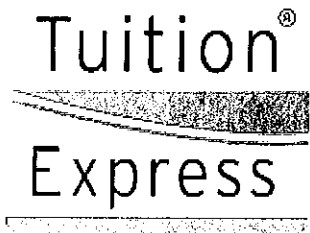
Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.



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 either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. 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 _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

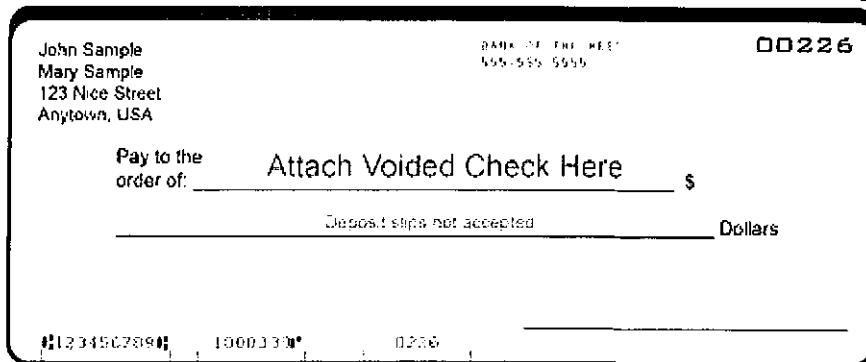
Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ Checking Savings

Authorized Signature _____ Date _____

For Official Use Only

Date Received _____
Employee Signature _____



PRE-REGISTRATION FOR 2018 - 2019
EXTENDED DAY OPTIONS
"LUNCH BUNCH"

Child's Name: _____

Child's Class: _____

12:00 - 2:30 - \$18.00 per day

12:00 - 1:00 - \$8.00 per day

1:00 - 2:30 - \$12.00 per day

Registering for Lunch Bunch is for children who will come on a consistent, regular basis. If you want to use Lunch Bunch on an occasional basis, please call prior to the day you want to check for availability because space is limited! If your child will miss Lunch Bunch for any reason, please call the office and let us know!

****No registration fees for Lunch Bunch!!**

****Lunch Bunch bills will be sent home at the end of each month.**

This amount will be debited through your Tuition Express.

Please indicate the day (days) you wish to register your child for lunch bunch on a consistent schedule:

- Mondays
- Tuesdays
- Wednesdays
- Thursdays
- Fridays

Please indicate any allergies: _____



*****Health Form Reminder*****

Attendance will not be allowed without the following up-to-date Health Forms!

VACCINATION RECORD (FORM DH-680)

THIS FORM MUST NOT BE EXPIRED

AND MUST INCLUDE ALL REQUIRED SHOTS FOR CHILD'S AGE

AND MUST INCLUDE HEPATITIS B SHOTS,

PNEUMOCONJU SHOTS

AND VARICELLA OR VARIVAX VACCINE (CHICKEN POX)

OR DATE OF CHICKEN POX DISEASE

AND

GOOD HEALTH CERTIFICATE (FORM DH 3040)

THIS FORM IS VALID FOR 2 YEARS FROM THE DATE OF THE

LAST PHYSICAL.

THESE FORMS ARE AVAILABLE FROM

A FLORIDA PEDIATRICIAN or www.flshots.com

OUT OF STATE OR COUNTRY FORMS ARE NOT ACCEPTED.

NO CREDITS WILL BE GIVEN TO YOUR ACCOUNT FOR MISSED

DAYS IF YOUR FORMS HAVE NOT BEEN SUBMITTED TO OUR

SCHOOL OR HAVE EXPIRED.

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



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: **50-51-01303**
License Issued on **11/6/17**
License Expires on **12/31/18**
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION AND BACKGROUND SCREENING
1901 W. WASHINGTON AVENUE, SUITE 200
TALLAHASSEE, FLORIDA 32310-0200

To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline at 1-800-962-0800.

CF/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. 402.312(5), F.S.



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

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 exam/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.
- Equipped 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.

