

Preschool and Learning Center

"Building a foundation for a brighter future"

Preschool Registration Checklist

Child's Name: _____

Please submit following important items to the office:

- _____ Tuition Contract
- _____ Enrollment Application
- _____ Discipline & Expulsion Policy
- _____ Child Health and Development Questionnaire
- _____ Immunization Record
- _____ Physical Exam
- _____ Photography Release
- _____ Dress Code Policy
- _____ Nutrition Agreement
- _____ Food Experience Permission Form
- _____ Permission for Restroom Assistance
- _____ Influenza Virus Form
- _____ Parent Handbook Acknowledgement and Receipt

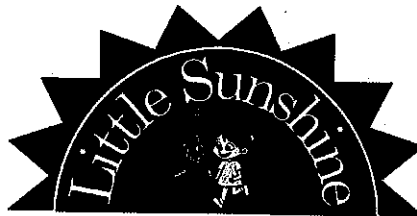
This Box for Office Use Only:

_____ File is complete

_____ Items Missing:

1. _____
2. _____
3. _____

***IMPORTANT NOTE: THE ITEMS IN THIS PACKET ARE CONSIDERED LEGAL DOCUMENTS. ACCORDINGLY, PLEASE BE SURE THAT THERE IS NO BLANK LINES ON THESE FORMS. THANK YOU!**



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Tuition Contract

I agree to the following terms: (Please initial each section below, and print & sign on the bottom lines.)

_____ In order to maintain the integrity of our Infant, Toddler, Preschool, and Wrap-Around VPK programs, tuition must be paid regardless of your child's attendance. Little Sunshine Preschool and Learning Center does not pro-rate tuition for absences, vacations or holiday breaks scheduled on the school calendar or for any school closings due to inclement weather.

_____ All fees must be paid in advance at a minimum of one week, due on Friday before care. Parents with un-paid fees at closing time on Monday, will incur a \$30.00 late fee. At closing time on the following Friday, full payment (including late fees) must be submitted, or your child will be dismissed from the program and will not be permitted to return until full payment is received. When a child is dismissed from the program, the opening shall be made available to the next family on the waiting list.

_____ Little Sunshine Preschool closes daily at 6:30pm. Parents who arrive late for pickup will be required to pay a late fee of \$1.00 per minute after 6:30 pm. The late pickup fee will be added to your weekly tuition and will need to be paid the following Friday with tuition.

_____ We require that you provide a written two-week notice to withdraw your child from Little Sunshine Preschool and Learning Center. During this period, tuition is due as scheduled, regardless of attendance.

_____ Weekly fees may be paid in cash, personal check, or money order. There is a \$35.00 fee for any returned check. Families with a returned check will be placed on a cash payment plan for all future payments.

_____ Little Sunshine Preschool and Learning Center requires an initial non-refundable Registration Fee of \$50.00 per child and an annual non-refundable Enrollment Fee of \$50.00 per child due every January.

_____ Any child who receives School Readiness funding from the Early Learning Coalition is allowed a maximum of 3 absences per month. Parents must submit a doctor's note to Little Sunshine Preschool and Learning Center excusing the 4th absence and any absences thereafter per month. **Parents will be required to pay full price tuition for any unexcused absence days beyond 3 absences per month.**

_____ Families may utilize two tuition-free vacation week per year. Your child must attend Little Sunshine Preschool and Learning Center for 90 days from their start date in order to be eligible. Written notice must be submitted and approved prior to vacation dates. Your tuition-free vacation week is to be used for vacation only; children may not be in attendance during this time.

_____ I have read the above tuition policies and understand my payment responsibilities. I agree to all terms as set forth in the fee schedule and Tuition Contract. I understand that, regardless of my child's attendance, the \$100.00 initial registration fee and annual enrollment fee are non-refundable and non-transferable.

I agree to pay a weekly tuition fee of: _____

Child's Name: _____

Print Parent(s) Name: _____ Date: _____

Parent(s) Signature: _____ Date: _____



Little Sunshine Preschool & Learning Center

Child Enrollment Form

Days Child to attend: 5 days 3 days 2 days 5-½ days School attending _____

Child's Name: _____
Last First Middle AKA

Birth date: _____ Sex: _____ Enrollment Date: _____

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

Mother's SS #: _____ Father's SS #: _____

E-mail Address: _____

Child's Home Address: _____ Lives With: Mother
 Father

Mother's Cell: (____) _____ Father's Cell: (____) _____ Other

Mother's Work Place: _____ Phone: _____

Father's Work Place: _____ Phone: _____

Child's Physician: _____ Phone: _____

Child's Dentist: _____ Phone: _____ Preferred Hospital: _____

May the Center call another physician if unable to contact above? Yes No

Persons permitted to remove child :
Mother: Yes No Legal Custody: Yes No
Father: Yes No Legal Custody: Yes No
Guardian: Yes No Legal Custody: Yes No

Other Persons authorized to pick up child:

Name	Address	Daytime Phone	Relationship
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Name	Address	Daytime Phone	Relationship
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Emergency Contact Persons (if different from above)

Name	Address	Daytime Phone	Relationship
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Name	Address	Daytime Phone	Relationship
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Please list any known allergies. If none, please write NONE.

Any other special instructions: _____

(Continued on back)

Section 10M-12.008(2) F.A.C. requires that parents receive a copy of the Child Care Facility Brochure, **Know Your Child's Day Care Center**. Please sign below indicating receipt of this brochure.

I, _____, have received a copy of the **Know Your Child's Day Care Center** brochure.

Signature of Parent/Guardian

Child's Name

Date

Section 10M-12.013 requires that parents are notified, in writing, of the disciplinary practices used by the Center. Please sign below indicating your receipt of the **Disciplinary Practices**. (In Parent Handbook)

I, _____, have received a written copy of the **Disciplinary Policy** Implemented at Little Sunshine Preschool & Learning Center.

Signature of Parent/Guardian

Name of Child

Date

Section 10M-402.305(9)(b) 65C-22.006(2)-(3) F.A.C. Requires that parents are notified, in writing, information detailing the causes, symptoms and transmission of the **Influenza Virus(Flu)** every year during August and September.

Please sign below indicating your receipt of the **Influenza Virus (FLU)** Brochure.

I, _____, have received a copy of the **Influenza Virus (FLU)** brochure.

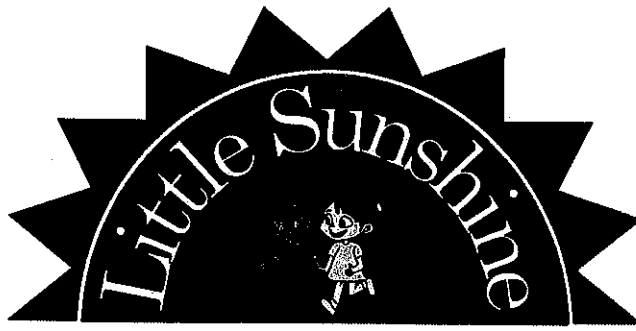
Signature of Parent/Guardian

Name of Child

Date

Signature of Person Enrolling Child

Date



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Child Medical History Checklist

Age Occurred

Last Time Treated

Severe Asthma: _____

Premature Birth: _____

Assistance
with Bathroom: _____

Behavioral
concerns: _____

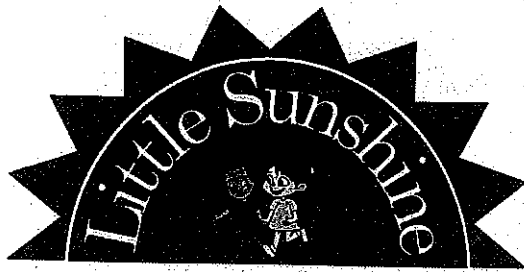
Allergy,
Insect bites: _____

Allergy,
medications: _____

Allergy,
To animals: _____

Allergy,
To food: _____

Other: _____



Preschool and Learning Center

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Date: _____

Child's Full Name: _____

What would you like your child to be called? _____

Date of Birth: _____ Race: _____ Sex: _____

Name of Parent or Guardian completing form: _____

Please answer the questions on this form. We feel this information will help us be more effective in working with your child.

Childhood diseases child has had:

_____ Chicken Pox

_____ Measles ___ 3 day (Rubella)

_____ ___ 10 day (Rubella)

_____ Scarlet Fever

_____ Rheumatic Fever

_____ Mumps

_____ Strep Throat

Date:

Please list the names and ages of your child's siblings:

What is the primary language spoken at home? _____

Is your child taking over the counter or prescribed medication regularly at home? ___ Yes ___ No
If yes, what?

Is your child taking vitamins regularly at home? ___ Yes ___ No
If yes, what?

List any known allergies to food or environment:

What is the allergic reaction? _____

Have you ever suspected your child of having seizures? _____

Describe your child's appetite:

Does your child dislike any foods? _____

If so, what? _____

What does your child usually eat for breakfast? _____

Does your child use a pacifier or still drink out of a bottle? _____

How easily does your child fall asleep?

What is the usual bedtime? _____ Wake up time? _____

What is the usual naptime? _____ Wake up time? _____

Is your child potty trained? _____

Does your child have any difficulties with speech, hearing or vision? ___ Yes ___ No

If yes, please explain: _____

Has your child had any other preschool experiences? _____

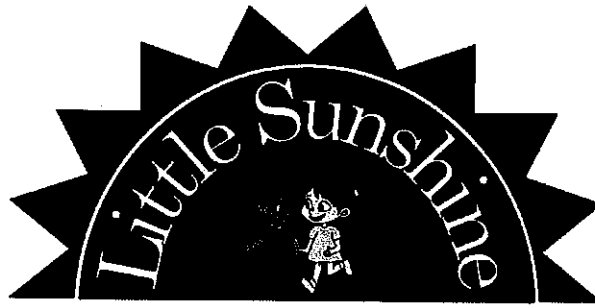
Please list your child's strong points, such as happy, curious, loving, etc. _____

Describe your ideal Preschool and the ideal classroom for your child: _____

What are your expectations for the Pre-Kindergarten program? What specific things would you like to see your child learn? _____

Are you interested in volunteering in the classroom? _____

Is there anything else, medical or otherwise, that we need to know about your child?

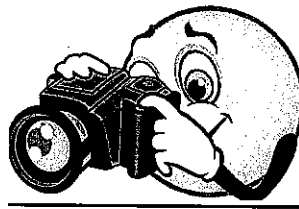


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PHOTOGRAPHY RELEASE

Little Sunshine Preschool and Learning Center is very involved in the community, and we have numerous planned events throughout the year. Taking photographs of these events captures the moments so that we can share them with you and the community. From time to time, news reporters and/or photographers visit *Little Sunshine Preschool & Learning* for articles and photos that may appear in local newspapers such the Tampa Tribune as well as Facebook. Also, several times a year, professional photographers come to *Little Sunshine Preschool & Learning Center* to take pictures of the children to provide an opportunity for parents to purchase professional quality photos of their children. Please check yes or no and initial each section, then sign and date below. Feel free to let us know if you have questions.



Please check the appropriate item and sign below.

_____ I authorize the use and reproduction of all photos or videos that have been taken of my child(ren) for promotional purposes of our school and/or for publication in local newspapers for articles of community interest or on social media.

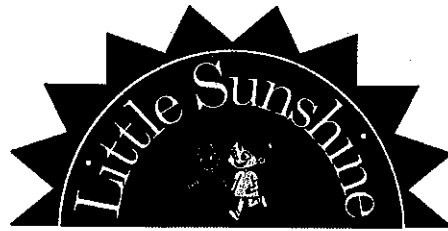
_____ I do not wish to have photographs of my child(ren) published in any newspaper or social media.

_____ I do not wish to have any photographs taken of my child(ren).

I acknowledge that the information on this form is true and correct and represents my permission.

Parent/Guardian Name (Printed): _____

Parent Signature: _____ Date: _____



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Food Experience Permission Form

As an enrichment to our curriculum, each class conducts special food experiences. Through these special activities, children gain a basic understanding of food preparation. Food experiences also cover many areas of learning such as math (counting and measuring), science (observation, solids, liquids), eye-hand coordination, language and communication (enhancing vocabulary and dictation), and social skills (taking turns). We are proud to offer these rewarding and exciting activities to your child. There are sign-up sheets posted in your child's classroom where families can volunteer to donate items needed for each food experience. We greatly appreciate your support of this wonderful enhancement to our program! Please feel free to stop by the office with any questions.



Little Sunshine Food Experience Permission Form

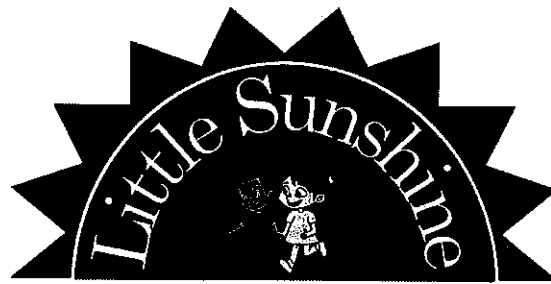
Child' Name: _____ Class: _____

Signing below gives permission for my child to participate in weekly food experience activities as planned by Little Sunshine staff and teachers. I understand that foods used for these activities must be store bought and will be brought to school in the original, unopened containers with ingredients listed on the package. I also give permission for my child to participate in special birthday/ party snacks such as cupcakes that are enjoyed by the rest of my child's class.

My child has the following allergies: _____

Parent Name (Printed): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Preschool and Learning Center

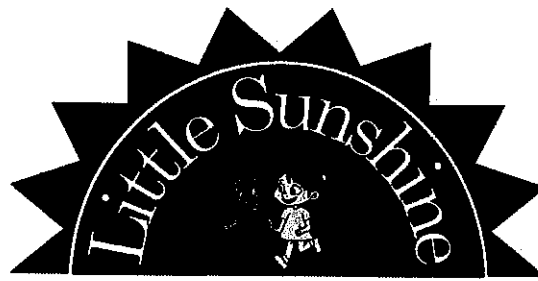
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Nutrition Agreement

Children need fuel to energize their bodies in order to perform vigorous daily activities. The food a child eats affects his/her growth, energy, attitude, intelligence, and general health. Children may bring breakfast to school between 6:30 a.m. and 7:45 a.m. If your child arrives after 7:45 a.m., please make sure they have eaten a nutritious breakfast. Little Sunshine Preschool and Learning Center will provide nutritional mid-morning and mid-afternoon snacks and beverages. Snack menus are posted in each classroom.



Parent/Guardian Signature: _____ Date: _____



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Discipline & Expulsion Policy

The teachers and staff Little Sunshine Preschool & Learning Center recognize that children are at various stages of development and learning self-discipline. Positive techniques of guidance that include anticipation and elimination of potential problems, redirection, modeling, and encouragement of appropriate behavior will be used throughout the day. After these steps have been utilized, if the child continues to make inappropriate choices, we will then choose any or all of the steps that follow:

Notice/Phone Call to the Parent: The parent will be notified of the behavior either by phone or by a letter.

Office Visit: A student will be sent to the office to have a conference with the Director if misbehavior persists or if the student is blatantly disrespectful to a staff or faculty member.

Parent Conferences: In an effort to keep parents informed of discipline problems, either the administrator or a teacher may request a conference with a parent. If a conference is required, the student may be prevented from returning to school until a conference is scheduled.

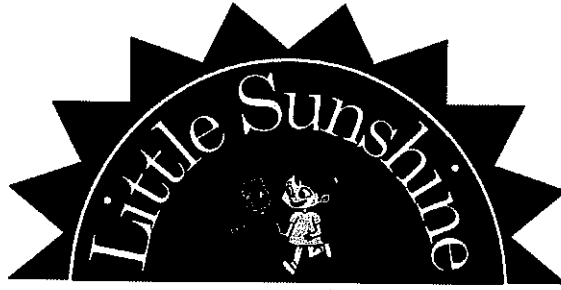
Disciplinary Probation: This option is chosen only when the administrator feels that a student's behavior pattern and record indicate that he/she is not conducting him/herself as the child previously agreed- to abide by the rules of the school. During this time, some privileges may be denied, and the student will be observed carefully to see if he/she is making a real effort to improve his/her attitude and actions. The administrator reserves the right to determine whether or not a child will either be dismissed during the day, or be allowed to return to the center at the conclusion of any probationary period.

Expulsion Policy: After exhausting all efforts within the discipline policy. Administrator will make decision for the student to then dis-enrolled from the school program.

Children will never be punished by spanking or any other form of corporal punishment. Nor will they be subjected to cruel or severe punishment, humiliation, or verbal abuse. Children will not be deprived of meals, snacks, or outside time as a form of punishment.

Child's Name: _____

Parent's Signature: _____



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Permission for Restroom Assistance

If your child has been unsuccessful in using the restroom or has had an "accident", the teacher, or another Little Sunshine employee will supervise your child while he/she attempts to clean/change him/herself. It may become necessary for the teacher or another Little Sunshine employee to assist your child with this task.

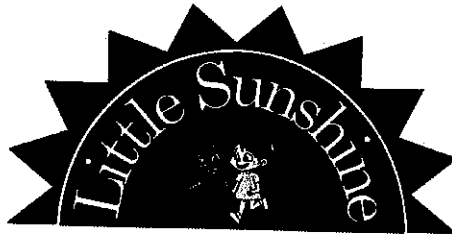
I give my permission for a Little Sunshine employee to assist my child

_____ with the cleaning/changing him/herself.



Parent/ Guardian Signature

Date



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DRESS CODE

When dressing your child for school, please keep in mind the current weather situation as well as your child's daily activities. Remember that preschoolers use a lot of paint and paste. During summertime, your child should be dressed in light clothing due to the hot temperatures. Pony tails for those that can are a great idea as well. During cold temperatures, please dress your child in layers. This helps when we start off chilly and warm up during the middle of the day. Please keep in mind that your child will have recess and outdoor activities all year long, so please dress your child accordingly. For girls wearing dresses or skirts, a pair of shorts underneath are a great idea. For safety purposes, children may not wear crocs, flip flops, sandals, or open-toed shoes. Comfortable clothes, socks, and closed-toed shoes with non-slip soles such as sneakers are permitted.

Children should always have two complete changes of weather-appropriate clothing in their cubby, including a shirt, pants/shorts, underwear, socks, and sneakers. Clothing should be contained in a sealed Ziploc bag labeled with the child's first and last name.

You may refer to your copy of the Little Sunshine Preschool and Learning Center Parent Handbook for information regarding this and other school policies.




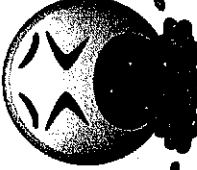

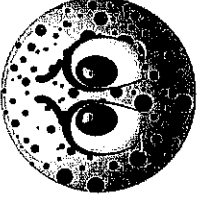
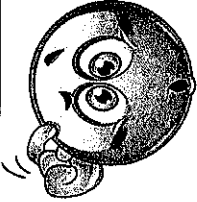
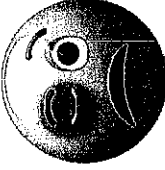
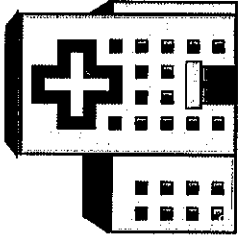
By signing below, I acknowledge that I have carefully read and understand Little Sunshine Preschool and Learning Center's dress code policy. I agree to abide by this and all other school policies as set forth by the Little Sunshine Preschool and Learning Center Parent Handbook.

Parent's Name (Printed): _____

Parent Signature: _____

Date: _____

I NEED TO STAY HOME IF...

<p>I have a fever</p>	 Temperature of 101.0 or higher	<p>I am vomiting</p>	 Within the past 24 hours	<p>I have diarrhea</p>	 Within the past 24 hours.	<p>I have a rash</p>	 Body rash with itching or fever.	<p>I have head lice</p>	 Itchy head, active head lice.	<p>I have an eye infection</p>	 Redness, itching, and/or "crusty" drainage from eye.	<p>I have been in the hospital</p>	 Hospital stay and/ or ER Visit
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I AM READY TO GO BACK TO SCHOOL WHEN I AM...

<p>Fever free for 24 hours without the use of fever reducing medication i.e Tylenol, Motrin</p>	<p>Free from vomiting for 24 hours</p>	<p>Diarrhea free at least 24 hours</p>	<p>Free from itching rash. Dr. note needed to return to school.</p>	<p>Treated with appropriate lice treatment at home and proof is provided to office & nit free.</p>	<p>Evaluated by doctor and have note to return to school.</p>	<p>Released by my medical provider to return to school.</p>
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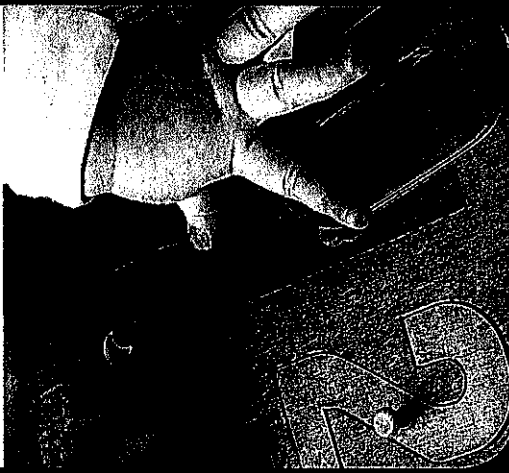
Parent's Role

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: 06PA0302

License Issued on ///

License Expires on ///

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
MYFLFAMILIES.COM

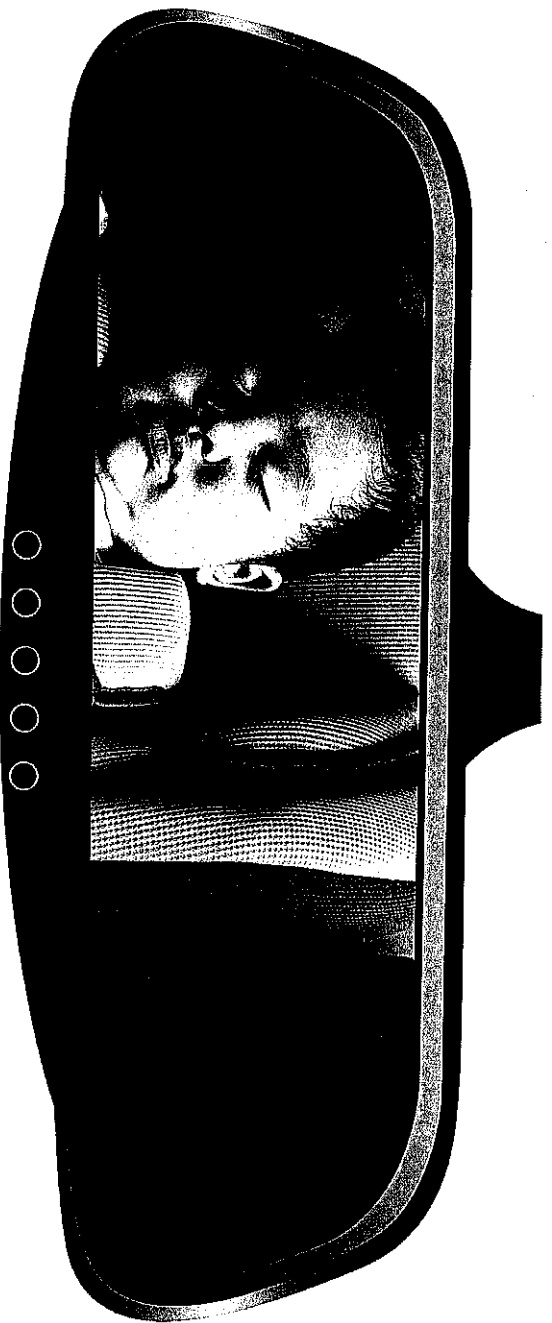
To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFPI 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(6), F.S.,

Know Your Child Care Facility

MyFLFamilies.com/ChildCare



FACTS ABOUT HEATSTROKE:

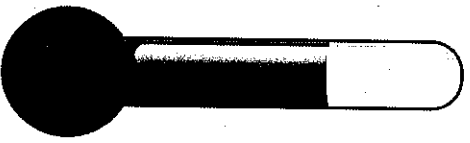
It only takes a car **10 minutes to heat up 20** degrees and become deadly.

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:

Date:

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