

Christian Child Center
2024-2025 School Year

Enrollment Information

Dear Parents,

Welcome to CCC. We are pleased that you have chosen to register your child in our program and look forward to a great school year. This letter will help explain how to complete our Enrollment packet.

Enrollment forms:

- | | |
|----------|--|
| Page 1 | Information about your child |
| Page 2 | Information about parents or guardians |
| Page 3 | Tri-fold pamphlet from DCF: <i>please read and sign that you have received a copy (place pamphlet in <u>your</u> records.)</i> |
| Page 4 | Discipline Policy: <i>please read and place document in <u>your</u> records.</i> |
| Page 5 | Wellness Policy: <i>please read and place document in <u>your</u> records.</i> |
| Page 6-7 | Notarized Medical Consent Form is a very important document. This document will be used to give advance permission to begin transport and treatment of your child in case they are incapacitated and emergency treatment and/or hospital care is deemed advisable by their teacher and the director. CCC will access the 911 emergency systems so your child can be transported to an appropriate medical facility. Please complete the document and include your Family Physician, Health Insurance Co. and policy number. The CCC Assistant Director will notarize the form for you. |
| Page 8 | CCC 2024-2025 school calendar |
| Page 9 | Distracted Adult form (please read, sign and return to CCC) |
| Page 10 | Influenza form (please read, sign and return to CCC) |
| Page 11 | CCC Release form/Alternative Nutrition Plan

(please read, sign and return to CCC) |

Student Health Records - Student Health Examination form (obtained by your child's physician) must be completed and returned as soon as possible. A well physical is good for two years from date administered. Please obtain your child's current immunization records from their physician. They must be in your child's school records and must be on file by their first day of attendance. When your child receives a new immunization, please ask his/her doctor to complete a current form, and bring it to our office.

FORM DH 680 IMMUNIZATION RECORD REQUIRED FOR EVERY STUDENT.
MEDICAL EXEMPTIONS ONLY (NO RELIGIOUS EXEMPTIONS WILL BE ACCEPTED).

Student Pick Up Authorization Form *

This document will be given to you at Open House. Please complete and return it to school on your child's first attendance day.

Please indicate on this form anyone who is authorized to pick your child up from CCC other than Mom or Dad. Please do not send anyone to CCC to pick your child up if they are not listed on the authorization form, unless pre-arranged and in writing from you (parent or legal guardian).

Fees:

Pre-paid May 2025 tuition is due before May 10th of this year to ensure the spot for your student.

Tuition per month / days attendance per week:

1 day.....\$ 130

2 days..... 260

3 days..... 350

4 days..... 480

5 days.....545

VPK 3 days...\$25 per month

VPK 4 days... \$100 per month

Adventure Tuesday...\$100 per month

**Due to VPK state reduced reimbursement payments, VPK student will be asked to voluntarily contribute school supplies and snacks.*

A one time per year supply fee is due in August for all regular classes.

Note: The \$100 registration fee is non-refundable. The May 2025 pre-paid tuition may be refunded if a family's notification (to CCC office) of their student's withdrawal leads to immediate placement of another student from our waitlist.

Christian Child Center

Student Enrollment Form

2024-2025

Student's Name _____
Last First

Birthdate ____/____/____ Sex: ____M____F Today's date _____

Home Address _____
Street City Zip code

e-mail address (only one) _____

Age group _____ Days attendance (circle) M T W R F

Special Needs: It is the responsibility of the parents to notify CCC of any special needs their child may have, which could affect his/her participation in classroom activities. This includes: speech delay, autism spectrum disorder, ADHD, sensory disorders, developmental delays, feeding difficulties or allergy sensitivities. This disclosure will help our staff better prepare and serve your child's needs.

Students Physician _____ Dr's Phone: _____

Known Allergies: _____

Regular Medications: _____

Family information

Mother's Name _____ Father's Name _____

Address _____ Address _____

Cell Phone _____ Cell Phone _____

Work Phone _____ Work Phone _____

Custody info. if applicable _____

Contacts

Child will be released only to the custodial parent or legal guardian and the persons listed below. In case of illness or an emergency, the following people will be contacted and authorized to remove the child from our facility, **if the parent or legal guardian cannot be reached in a timely manner:**

Name _____ relationship _____ Phone # _____

Name _____ relationship _____ Phone # _____

This list may be altered by the parent or legal guardian at any time during the school year, through a written request given to the CCC office personnel.

The DCF (Florida Department of Children and Families) requires the following forms to be in your child's school file, and kept current at all times. Please provide them and note the expiration dates for your info:

- Section 65C-22.006(2) F.A.C. requires a current Physical examination (Form 3040) and Immunization record (Form 680 or 681)

The following are DCF informational brochures requiring you (parent) to read and acknowledge receipt by your signature. (Attached...keep these for your home file)

Attached page 3

- Section 402.3125(5) F.S requires that parents receive a copy of the Child Care Facility Brochure, (CF/PL 175-24) **Know Your Child Care Facility**

Attached page 4

- Section 65C-22.006(3)(c)2. F.A.C. requires that parents receive written **Disciplinary Practices** used by CCC

Attached page 9

- DCF also requires you to read and sign the **Distracted Adult** brochure. This will be kept in your child's file.

Attached page 10

- DCF also requires you to read and sign the **Influenza Virus** brochure. This will be kept in your child's file.

Celebrating your child's birthday is encouraged at school with one important factor. The Seminole County Health Department has a policy which states: no homemade baked items are permitted to be served in preschools. Regulated grocery store bakery items are permitted!

Signature of Parent or Legal Guardian receiving this information

Date

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: _____

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.

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. 402.3125(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. 66C-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.
- ☐ 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.



Christian Child Center

Discipline Policy

It is our goal at CCC to model appropriate behavior, redirect children to creative activities and provide “play break” or “calming time” opportunities if needed. Parents will be contacted if a teacher feels a conference would be beneficial.

Corporal punishment is not used.

Extremely negative behavior is defined as biting, kicking, hitting, scratching, spitting, inappropriate language, repeated defiance, or other unacceptable behavior.

The steps outlined below are to be taken at the Director’s discretion. In extreme cases, the Director may skip steps as outlined and implement immediate expulsion from the CCC program.

Upon the first incident of negative behavior, the teacher will provide written documentation and will speak to the child. The parents will be notified.

Upon the second incident of the same behavior, the teacher will provide written documentation and will speak to the child. The Director will also speak to the child in the Office. The child may receive a one-day suspension; reinstatement will occur after a formal conference with the Director. The CCC Board will be notified of the incident.

Upon the third incident of the same behavior, the teacher will provide written documentation and will speak to the child. The Director will also speak to the child in the Office. The child will be suspended for one to two weeks. Reinstatement will be subject to a formal conference with the Director. The parent may be asked to attend two days of classes with the child.

Upon the fourth incident of the same behavior, the teacher will provide written documentation. The parents will be called immediately to remove the child from school. Formal professional counseling or a professional assessment will be required before returning to CCC. The child may be permanently removed from the program.

CCC Wellness Policy

Dear Parents:

To help ensure the well-being of all students, we ask for your cooperation in observing these guidelines. Please keep your child at home if he/she has any of the following:

- has flu symptoms (viral or bacterial)
- If diagnosed with influenza...the child must stay home for at least **7** days
Recommendation by the CDC for school children
- had a fever in the last **48** hours ("*fever free*" means **no** fever reducer medicine has been given in the past 36 hours)
- has a cold or constant cough
- has a heavy nasal discharge
- is coming down with an illness and is very fussy
- had nausea, vomiting or diarrhea in the last **48** hours
- has an unidentified skin rash
- has been given a laxative in the last 24 hours
- has a sore throat
- has an inflammation or a discharge from the eyes.

Fever reducing medication should not be given to your child before school any time. This only masks illness symptoms, and your child remains contagious to others. To ensure that your child is not contagious and feels well enough to participate in school activities, we request that you keep him/her at home for at least 48 hours after he/she is free of symptoms (**7** days + after the onset of the flu virus). Hand washing is essential to the prevention of cross contamination. Home is the best place for your precious child to be when he/she is not feeling well.

Thank you for helping us all to stay healthy!

Sincerely,
The CCC Staff and Board of Directors

Christian Child Center of Wekiva Presbyterian Church

Notarized Medical Consent Form

My child, _____ has permission to attend the Christian Child Center of Wekiva Presbyterian Church. I realize every precaution will be taken for the safety of my child. I will not hold the Christian Child Center, Church or Staff responsible in any way in case of an accident.

Parent or Legal Guardian's signature _____ Date _____

In the event of a medical emergency, CCC will access the 911 Emergency System. To give advance permission to begin treatment and transport of your child please read and sign the following statements:

I, _____, the parent/guardian do authorize the bearer of this letter to act for me in the event that my child _____, is incapacitated and emergency treatment and/or hospital care is deemed advisable.

In order to expedite care of my child, I give permission for the Christian Child Center to initiate transport of my child to the appropriate medical facility, according to what is indicated by the nature or extent of the injuries. I agree to be financially responsible for this child's treatment and transport.

Parent or Legal Guardian's signature _____

In order to expedite care of my child, I give permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the medical facility. I agree to be financially responsible for this child's treatment.

Parent or Legal Guardian's signature _____

It is understood that this authorization is given in advance of any specific diagnosis or emergency treatment being rendered. In the space below, I have indicated any medical considerations or conditions that apply to my child and/or any known allergies:

I request that I be notified of my child's condition and admission as soon as possible. If I am unable to be reached, I request that (name) _____ (relation) _____ (phone) _____ be notified of my child's condition and admission.

Health Insurance Co. _____ Policy # _____

I, _____(print), as the parent/guardian am responsible for all medical bills for my child. Neither the Christian Child Center, Staff nor Church will be held responsible.

_____(sign)

NOTARY

State of Florida

County of Seminole

Before me personally appeared _____

Witness my hand and official seal, this _____ day of _____, 20____

Notary Public _____

My commission expires _____

Notary Signature _____ Seal

Christian Child Center

2024-2025 Calendar

August 19	First day of school
September 2	Holiday - Labor Day
October 14	No School
November 25-29	Thanksgiving Holiday
December 17-19	Early Release Days
December 20-January 6	Christmas Break
January 7	Return to School
January 20	Holiday - Martin Luther King Day
February 17	Holiday - Presidents' Day
March 14-21	Spring Break
April 18	Holiday—Good Friday
May 21	Last day of school

Thursday attendance days for 3 day VPK: August 29, September 12, October 10, November 14, December 12, January 9, January 23, February 13, March 6, April 10, April 24, May 8

These dates are subject to change before the beginning of the school year.

Classes

The program is open to children who are one to five years of age as of September 1, 2024. Classes for the 2024-2025 school year are as follows:

Pre-K 5 day M-Tu-W-Th-F
(MUST BE 4 day M-W-Th-F
POTTY-TRAINED) 3 day M-W-F
Birthdates from 9-2-19 through 9-1-20

Three's 5 day M-Tu-W-Th-F
(MUST BE 3 day M-W-F
POTTY-TRAINED) 2 day Tu-Th
Birthdates from 9-2-20 through 8-31-21

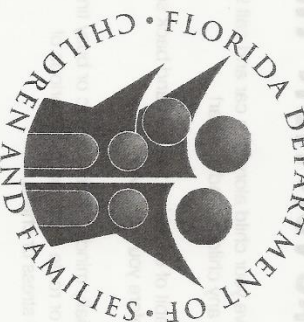
Almost Three's 5-day M-Tu-W-Th-F
3-day M-W-F
2-day Tu-Th
Birthdates from 9-1-21 through 2-29-22

Two's 3 day M-W-F
2 day T-Th
Birthdates from 3-1-22 through 8-31-22

Older Toddlers 4 day M-W-Th-F
2 day M-Th
2 day W-F
Birthdates from 9-1-22 through 2-28-23

Young Toddlers M-W-Th-F
(may choose one, two or three days)
Birthdates from 3-1-23 through 9-1-23

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...



MYFLFAMILIES.COM

Developed by:

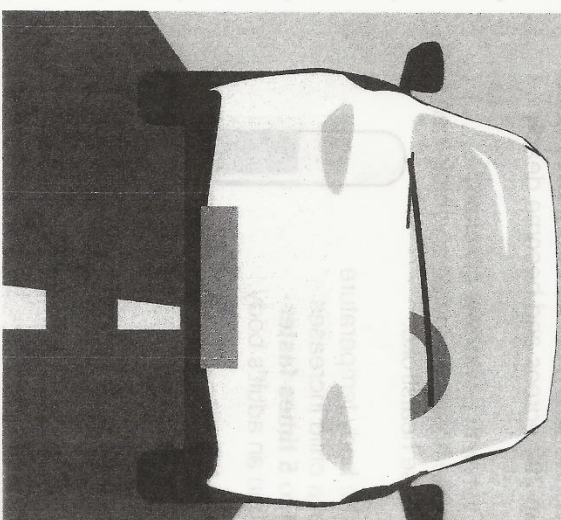
The Office of Child Care Regulation

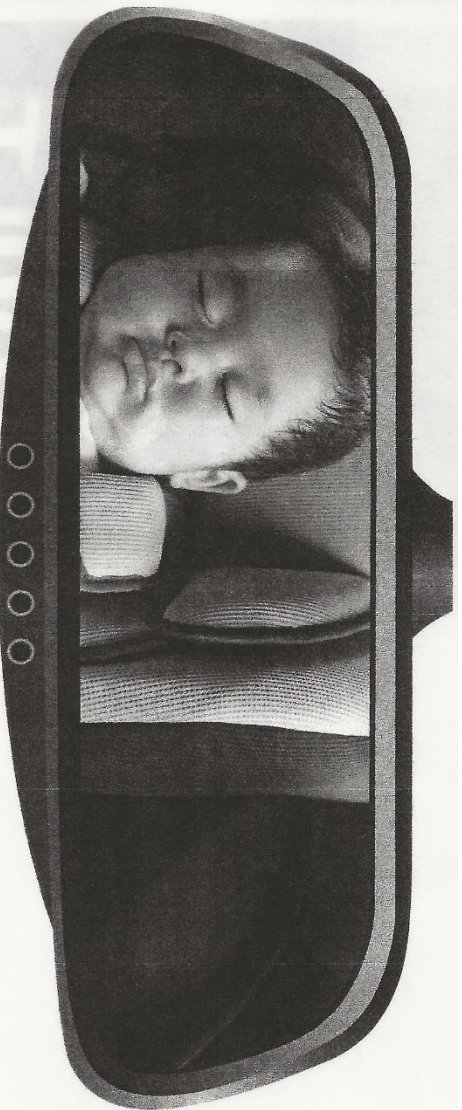
www.myflfamilies.com/childcare

CF/PI 175-12, May 2018

and of getting to know more about the various services and
helping every family become a part of the community. Please
visit our website at www.myflfamilies.com/childcare for more information.

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



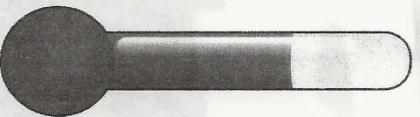


FACTS ABOUT HEATSTROKE:

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:

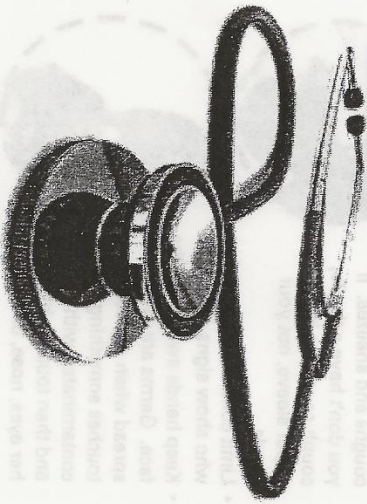
Child's Name:

Date:

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

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.myfloridachildcare.com or contact your local licensing office below.

CP/P1 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: _____

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/>

CCC RELEASE FORM

Child's Name _____

Parent/Guardian _____

I understand that for emergency purposes, all CCC staff has access to CCC student files.

Signature _____ **Date** _____

Alternative Nutrition Plan: please list any food items your child can NOT have. Also discuss this with your child's teacher at Open House in August!
