#### Christian Child Center **2025-2026** 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 to return to CCC (part 1):**

Page 1 Information about your child

Page 2 Information about parents or guardians

Page 3-4 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 5-6 Influenza parent signature form (please read, sign and return)

Page 7 CCC Release form/Alternative Nutrition Plan/Wellness Policy parent signature/CCC Discipline Policy parent signature

(please read, sign and return to CCC)

#### Enrollment paperwork you keep (part 2):

Know Your Childcare Facility

CCC Discipline Policy

**CCC Wellness Policy** 

CCC 2025-2026 Calendar

Classes available for the 2025-2026 school year (by age/class)

Influenza informational form

**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 <u>Open House</u>. 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 2026* tuition is due <u>before May 10th</u> of <u>this</u> year to ensure the spot for your student.

#### Tuition per month / days attendance per week:

1 day\$	150
2 days	300
3 days	
4 days	530
5 days	

VPK 3 days...\$25 per month

VPK 4 days... \$100 per month

Adventure Tuesday...\$125 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 \$125 registration fee is non-refundable. The May 2026 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

#### 2025-2026

Student's Name		
Last	First	
Birthdate//	Sex:MF Today's date	
Home Address		
Street	City Zip code	
e-mail address (only one)		
Age group	Days attendance (circle) M T W R F	
	trum disorder, ADHD, sensory disorders, developmental gy sensitivities. This disclosure will help our staff better s.	
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	hone Work Phone	
Custody info. if applicable		

- 2		
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Child will be released only to	o the custodial parent or le	gal guardian and the persons listed
225 335 97 10 27 13 17 10 10	3 ,	g people will be contacted and
	,	e parent or legal guardian cannot
be reached in a timely mai	nner:	
Name	relationship	Phone #
Name	relationship	Phone #
This list may be altered by the parequest given to the CCC office pare		during the school year, through a written
		requires the following forms to be Please provide them and note the
expiration dates for your in		Thease provide memana note me
	C. requires a current Physical exc	mination (Form 3040) and
		n record (Form 680 or 681)
The following are DCF infor	mational brochures requiring	ng you (parent) to read and
acknowledge receipt by you		
Attached page 3		
		the Child Care Facility Brochure, (CF/PL 175-24)
Attached page 4		
• Section 65C-22.006(3)(c)2.	F.A.C. requires that parents receive w	vritten <u>Disciplinary Practices</u> used by ccc
Attached page 9		
<ul> <li>DCF also requires you to rea</li> </ul>	d and sign the <u>Influenza Virus</u> I	orochure. This will be kept in your child's file.
County Health Departme		with one important factor. The Seminole omemade baked items are permitted to be as are permitted!

Date

Signature of Parent or Legal Guardian receiving this information

## Parent's Role

A parent's role in quality child care is vital

- ☐ Know the facility's policies and Inquire about the qualifications and Communicate directly with caregivers. experience of child care staff, as well as staff turnover.
- Arrange alternate care for their child Talk to your child about their dally Participate in special activities Visit and observe the facility. meetings, and conferences. experiences in child care.

Familiarize yourself with the child care

standards used to license the child

when they are sick.

MyFLFamilies.com/ChildCare

information resources and free More

the compliance history of this child care Administrative Code (F.A.C.). (F.S.), and Chapter 65C-22, Florida section 402,305, Florida Statutes standards included in according to the minimum licensure provider, please visit: For more information regarding MyFLFamilies.com/childcare License Issued on This child care facility is licensed License Expires on License Number:



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

Facility

Office of Child Care Regulation and Background Screening Florida Department of Children and Families, This brochure was created by the CF/PI 175-24, 03/2014

pursuant to s. 402.3125(5), F.S.,

Know Your Child Care

MyFLFamilies.com/ChildCare

# **General Requirements**

to, the following: 65C-22, F.A.C., which include, but are not limited pursuant to s. 402,305, F.S., and ch. the minimum state child care licensing standards Every licensed child care facility must meet

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

	-
Age	Maintain
Age of Child	minimum
Child: Teacher Ratio	Maintain minimum staff-to-child ratios:
ati	

#### 4 year old 5 year old and up 3 year old

2 year old t year old

22 2 2 2 2 2

## Health Related Requirements

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

- Training Requirements

  O 40-hour introductory child care training.
  O 10-hour in-service training amuelly.
  O 0,5 continuing education unit of approved.
- Director Credential for all facility directors early literacy and language development training or 5 clock hours of training in

### Food and Nutrition

7 Post a meal and snack menu that prodren (if meals are provided). vides daily nutritional needs of the chil-

- Maintain accurate records that include: Record Keeping Children's health examimimunization
- Medication records
- Personnel records. Enrollment Information
- Daily attendance.
- Parental permission for field trips and administration of medications. Accidents and incidents

## Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter Maintain sufficient lighting and inside and other hazards
- Provide appropriate bathroom facilities and Equipped with age and developmentally appropriate toys.
- Provide isolation area for children who other furnishings. become III.

Э

7 Practice proper hand washing, tolleting and dispering activities

# Quality Child Care

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

### Quality Activities

- Are children initiated and teacher facilitated.
   Include social interchanges with all children.
   Are expressive including play, painting, draw.
- Are expressive including play, painting, drawing story telling, music, dancing, and other varied
- Include free play and organized activities include exercise and coordination development

000

include apportunities for all children to read, be creative, explore, and problem-solve.

## Quality Caregivers

- Are thendly and eager to care for children. Accept family cultural and ethnic differences
- Are warm, understanding, encouraging, and Use a pleasant tone of voice and frequently hold, responsive to each child's individual needs

cuddle, and talk to the children.

- Help children manage their behavior in a positive constructive, and non-threatening manner.
- Are attentive to and interact with the children. Allow children to play alone or in small groups.
- Provide stimulating, interesting, and aducational

Demonstrate knowledge of social and emotional

Communicate with parents. needs and developmental tasks for all children.

Quality Environments

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



### **Christian Child Center Discipline Policy**

CCC believes that all children should experience success and be treated with kindness and respect. It is our goal at CCC to model appropriate behavior, help children develop self-control and resolve conflicts, redirect children to creative activities, provide choices, and utilize "play break" or "calming time" opportunities if needed. CCC focuses on guiding children toward positive behaviors, while providing clear and consistent expectations and verbal intervention when necessary.

Note: Corporal punishment is not permitted at any time nor allowed under any circumstances.

CCC's behavior intervention will be applied for:

- 1. Any consistent inappropriate or extremely negative behavior
- 2. Any behavior which threatens the health and safety of other children or staff
- 3. A continuous inability to conform to the rules and guidelines of the program

Extremely negative behavior includes biting, kicking, hitting, scratching, spitting, inappropriate language, repeated defiance, continual disruptive behavior, or other unacceptable conduct.

CCC will use the following guidelines and steps when disciplinary action becomes necessary due to unacceptable behavior.

- 1. Upon the first incident of negative behavior, the teacher will provide written documentation and will speak to the child. The parents will be notified.
- 2. Upon the second incident, the teacher will provide written documentation and will speak to the child. The Director will also speak to the child. The child may be separated from the group for a short period of time. The parents will be notified.
- 3. Upon the third incident, the teacher will provide written documentation and will speak to the child. The child may be suspended for 1 to 2 days and/or for the remainder of the day. Parents will be asked to participate in formal parent/teacher/director conference. A specific action plan will be developed at this conference to address the behaviors. The Director may suggest outside resources or professional assessments for further guidance.
- 4. Upon the fourth incident, the teacher will provide written documentation and will speak to the child. Parents will be called immediately to remove the child from school. The child may be permanently released from the program.

CCC may immediately dismiss a child from the program whose behavior creates a significant risk of harm to the health and safety of staff or other children without following the guidance steps outlined above.

#### **CCC Wellness Policy**

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

- FEVER or chills in the last 48 hours ("fever free" means no fever reducer medicine has been given in the past 36 hours)
- 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
- nausea, vomiting or diarrhea in the last 48 hours
- a cold, a constant cough, or heavy chest congestion
- heavy nasal discharge
- fatigue, very fussy, lethargic, poor color, stomach pain, or loss of appetite
- headache
- sore or scratchy throat
- eye inflammation, redness and/or discharge
- muscle or body aches
- earache
- loss of taste or smell
- an unidentified skin rash
- exposed open skin lesions
- swollen glands
- has been given a laxative in the last 24 hours

#### COMMUNICABLE CONTAGIOUS DISEASES-

Parents can assist us in maintaining a safe and healthy environment for our children by helping to reduce the spread of illness. Please inform the CCC office if your child has influenza, gastroenteritis, COVID-19, RSV, bronchitis, hand/foot/mouth disease, strep throat, head lice, chicken pox, impetigo, or conjunctivitis (pink eye). Likewise, we will inform you if your child is exposed to any of these illnesses.

#### **ALLERGIES -**

Please inform us if your child is allergic to foods, insect bites, or has seasonal allergies, what his/her usual reaction is and treatment plan when you fill out our Enrollment Paperwork. If your child has a nut allergy, please let us know what type (peanut, tree nut/type of tree nut.) We may require a care plan or note from your child's physician with more information depending on the nature and severity of the allergy.

If your child's allergy requires an EpiPen, a FLDCF Authorization for Administration of medication form must be completed and signed.

#### CHRONIC CONDITIONS-

Please inform us of any condition that may affect, restrict, or inhibit activities or behaviors of your child. Children with chronic illnesses such as diabetes or asthma, or those children with specific medical circumstances or conditions, must have a care plan on file in the office from their physician. Additionally, training by a medical professional should be arranged for staff depending on the situation and FL state regulations. A parent may be required to come to the school to administer medication during the day. When possible, the child's physician should arrange a dose schedule that does not involve preschool hours.

No medication of any kind - with the exception of EpiPens - will be taken into the classrooms.

Fever reducing medications should not be given to your child before school any time. These only mask 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 for 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 the safety of my child. I will not hold the C responsible in any way in case of an acciden	
Parent or Legal Guardian's signature	
	ill access the 911 Emergency System. To give transport of your child please read and sign
	nt/guardian do authorize the bearer of this
letter to act for me in the event that my chincapacitated and emergency treatment and	
initiate transport of my child to the approp	e permission for the Christian Child Center to riate medical facility, according to what is uries. I agree to be financially responsible for
Parent or Legal Guardian's signature	
In order to expedite care of my child, I giver personnel and staff to initiate treatment in I agree to be financially responsible for this	mediately upon arrival to the medical facility.
Parent or Legal Guardian's signature	
It is understood that this authorization is genergency treatment being rendered. In the considerations or conditions that apply to m	ne space below, I have indicated any medical
am unable to be reached, I request that (name	ondition and admission as soon as possible. If I
(phone) be notified of my	child's condition and admission.
Health Insurance Co.	Policy #

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

#### 2025-2026 Calendar

August 18

First day of school

September 1

Holiday - Labor Day

October 13

No School

November 24-28

Thanksgiving Holiday

December 16-18

Early Release Days

December 19-January 5

Christmas Break

January 6

Return to School

January 19

Holiday - Martin Luther King Day

February 16

Holiday - Presidents' Day

March 13-22

Spring Break

April 3

Holiday—Good Friday

May 20

Last day of school

Thursday attendance days for <u>3 day VPK</u>: August 28, September 11, October 9, November 13, December 11, January 8, January 22, February 12, March 5, April 9, April 23, May 7

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, 2025. Classes for the 2025-2026 school year are as follows:

<u>Pre-K</u> 5 day M-Tu-W-Th-F

(MUST BE 4 day M-W-Th-F

POTTY-TRAINED) 3 day M-W-F

Birthdates from 9-2-20 through 9-1-21

Three's 5 day M-Tu-W-Th-F

(MUST BE 3 day M-W-F

POTTY-TRAINED) 2 day Tu-Th

Birthdates from 9-2-21 through 8-31-22

Almost Three's 5-day M-Tu-W-Th-F

3-day M-W-F 2-day Tu-Th

Birthdates from 9-1-22 through 2-29-23

Two's 3 day M-W-F

2 day T-Th

Birthdates from 3-1-23 through 8-31-23

Older Toddlers 4 day M-W-Th-F

2 day M-Th 2 day W-F

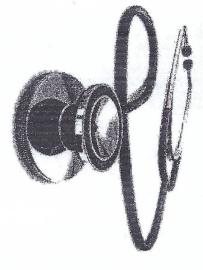
Birthdates from 9-1-23 through 2-28-24

Young Toddlers M-W-Th-F

(may choose one, two or three days)

Birthdates from 3-1-24 through 9-1-24

# What is the influenza (flu) virus? Influenza ("the flu") is caused by a virus which unfects 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, 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?

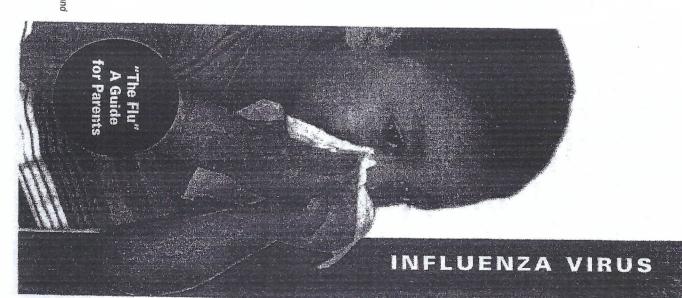
Most people with the flu feel tired and have fever, beadache, dry cough, sore throat, runny or stuffy uose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tredness, and dry cough are more common and otherse. 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 <u>www.myflorida.com/childcare</u> or contact your local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



transmission of the influenza virus provide parents with information and large family child care homes care facilities, family day care homes new law was passed that requires child During the 2009 legislative session, a September. the flu) every year during August and detailing the causes, symptoms, and

My signature below verifies receipt of the briochure on Influenza Virus, The Flu, A Guide to Parents:

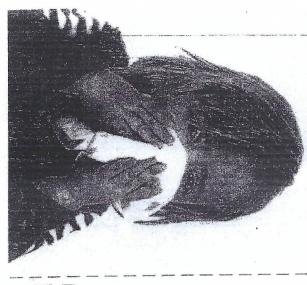
Name:

Child's Name:

Date Received:

Signature:

the brochure to your child care provider, in Please complete and return this portion of order for them to maintain it in their records



## gets sick? What should I do if my child

aspirin or medicine that has aspirin in it to children plenty of rest and drinks a lot of fluids. Never give or teenagers who may have the flu. Consult your doctor and make sure your child gets

# 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 last
- Has skin that looks blue
- Is not drinking enough
- want to be held, or has seizures (uncontrolled Seems confused, will not wake up, does not
- Gets better but themworse again
- disease, diabetes) that get worse Has other conditions (like heart or lung



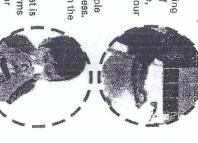
# How can I protect my child

children from the ages of 6 months up to their the flu. Because the flu virus changes year A flu vaccine is the best way to protect against time require two doses). You also can protect winter (children receiving a vaccine for the first recommended. The CDC recommends that all to year, annual vaccination against the flu is your child by receiving a flu vaccine yourself. 19th birthday receive a flu vaccine every fall or

# spread of germs? What can I do to prevent the

contaminated hands and articles soiled with nose and the flu may also spread through indirect contact with infected person are propelled through the air and happen when droplets from a cough or sneeze of an infect someone nearby. Though much less frequent, droplets from coughing and sneezing. This can The main way that the flu spreads is in respiratory throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water,
- Cover mouth/nose during hands upper sleeve, not your cough or sneeze into your you don't have a tissue, coughs and sneezes. If
- who show signs of illness Limit contact with people
- Keephands away from the contaminated with germs spread when a person her eyes, nose, or mouth and then touches his or touches something that is face. Germs are often



to up to 5 days after getting sick. The time frame stay home from child care? until his or her temperature has been normal and has should not return to child care or other group setting to rest and to avoid giving the flu to other children and systems). When sick, your child should stay at home fight disease well (people with weakened immune could be longer in children and in people who don' the virus from 1 day before showing symptoms A person may be contagious and able to spread When should my child

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 st files.	aff has access to CCC student
Signature	Date
Alternative Nutrition Plan: please list any food items	were child one NOT have Alex
discuss this with your child's teacher at Open House	
· · · · · · · · · · · · · · · · · · ·	
•	
*I have read and understand the policies outlined in t	he CCC Wellness Policy.
Parent Name:	-
Parent Signature:	Date:
**I have read and understand the policies outlined in	the CCC Discipline Policy.
Parent Name:	
Parent Signature:	Date:
•	