

# BUSY KIDS

## CREATIVE LEARNING CENTER

### CHILD CARE ENROLLMENT PACKET

**Student Information:** Date of Birth: \_\_\_\_\_ Sex: \_\_\_ Date of Enrollment: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First Middle Nickname

Child's Physical Address: \_\_\_\_\_

Primary Hours of Care: From \_\_\_\_\_ To \_\_\_\_\_

**Family Information:** Child Lives With: \_\_\_\_\_.

Parent/ Guardian  
Name: \_\_\_\_\_

Parent/ Guardian  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home/ Cell  
Phone: \_\_\_\_\_

Home/ Cell  
Phone: \_\_\_\_\_

Work  
Phone: \_\_\_\_\_

Work  
Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer  
Address: \_\_\_\_\_

Employer  
Address: \_\_\_\_\_

Parent  
Email: \_\_\_\_\_

Parent  
Email: \_\_\_\_\_

Relationship to the  
Child: \_\_\_\_\_

Relationship to the  
Child: \_\_\_\_\_

Custody: Mother: \_\_\_\_\_ Father: \_\_\_\_\_ Both: \_\_\_\_\_ Other: \_\_\_\_\_

### **Family Contact/ Custody Notes:**

---

---

---

**Medical Information:**

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Emergency Care Plan instructions including symptoms, medication, and notification in the event of an actual emergency (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contacts:**

Child will be released only to the custodial parent(s) or legal guardian(s) and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent(s) or legal guardian(s) cannot be reached:

Name	Address	Phone #	Relationship

**Helpful Information About Child:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. You have read and understand the attached Busy Kids policies. You hereby grant permission for the staff of this facility to have access to your child's records.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# **BUSY KIDS POLICIES AND PROCEDURES**

## **ENROLLMENT REQUIREMENTS**

- Fully completed applications are required. All “authorized pick-ups” must be listed with full names and contact information. There must be at least 2 working phone numbers on file.
- The registration fee and the first week’s tuition must be paid before the first day of enrollment.
- Students receiving “School Readiness” scholarships must have an approved child care certificate in the Provider Portal.
- A school physical (DH Form 3040), and either a current immunization record (DH Form 680) or a religious exemption form ( DH Form681) must be submitted within 2 weeks of enrollment.

> Please be aware that Florida Child Care Law gives newly enrolled children time to submit the necessary documentation of current physicals and immunizations. Also, children may attend school if they have a documented religious exemption from getting immunizations. Because of the allowed time for immunization compliance and the religious exemption from immunizations, it is possible that your child may be in school with children who don’t have updated immunizations.

## **ATTENDANCE**

Regular daily attendance is very important in order for your child to benefit from the program. However, when your child must be absent, please notify us, either through Procure or by the phone as soon as possible.

- Busy Kids opens at 7:30. Parents should contact Busy Kids when their children will be arriving after 9:00.
- Children who receive a School Readiness scholarship must submit a note explaining any monthly absence over 3 days. Excused absences include illness, court ordered family visitation or death of a family member. Families may be charged for these days if excessive absences are unexcused.
- Regular tuition will be charged for absences. This policy has been adopted because costs for staff and programs remain the same when children are absent.
- Each child receives one week of vacation, with no tuition charge, per year. Parents should notify us about vacation, one week in advance, in writing or through Procure.

## **LATE CHILD CARE PICK-UP, PAST 5:30**

- Busy Kids closes at 5:30 P.M. A late fee of \$10.00 is charged from 5:31 to 5:40, after 5:40 it will be \$1.00 for every minute after. This is due when you pick up your child or when you arrive the next morning. Closing teachers expect to close the center on time, and they often have personal plans following their work day. Therefore, parents should be on time or make arrangements for alternative pick-up.
- In case of emergency, parents should immediately contact the center to alert staff that their child may be picked up late.

## **FINANCIAL POLICIES/PROCEDURES**

### **CONTRACTS**

Families contract with Busy Kids Creative Learning Center for a particular schedule. These hours are purchased and reserved for the care of the child. Parents must provide two weeks written notice to terminate or adjust an existing contract. This notice is required for termination of services as well as schedule changes. Schedule changes are contingent upon space availability. Fee contracts will be altered when a child changes classrooms or siblings enroll or dis-enroll. Parents will be given 30 days notice of any tuition or fee increases.

### **Payment**

Tuition payments are required to be made each week. Payment is due by close of business Tuesday. A \$15.00 will be assessed if tuition is not paid by Friday, at 10:00 a.m. Extended nonpayment will result in termination of childcare.

When children are receiving a School Readiness scholarship, a \$10.00 differential fee is added to the School Readiness tuition fee.

### **Methods of Payment**

Fees may be paid with cash, check, or card. Online payment can be made on ProCare. Checks returned for insufficient funds will be charged a \$30.00 fee to cover bank fees. After a second returned check, fees must be paid through either cash or money order.

- Parents may pay every two weeks, if tuition is current.

### **ADDITIONAL FEES**

- **Registration Fee** - In addition to tuition fees, a non-refundable registration fee of \$100.00 is required per child. This is a one-time fee for children who remain enrolled. Children who disenroll will be required to pay another registration fee, unless disenrollment is due to a family's loss of subsidized funding.
- **Field Trip Costs** Parents may be requested to pay for special events or field trips. Field trips are optional.
- **Class/Service Fee** – At times, there may be special opportunities offered such as dance classes or school pictures. Opportunities such as these are fee-based and are totally optional.
- **Late Pickup Fee** – Parents who fail to pick-up their child before closing time will pay a late fee of \$1.00 per minute. Parents should pay this to closing staff at time of pickup, and must pay it prior to the child returning to care.
- **Late Payment Fee** – **A late fee of \$15.00 per day is charged when tuition has not been paid by Friday, 10:00 a.m.**

## WHAT DO I NEED TO BRING

- Each child must have a backpack with a change of clothes, appropriate for the weather. Also, children should bring a small blanket if they are staying for a nap. The blanket must easily fit in the backpack. Blankets that have to be “stuffed” in the backpacks are too big. Backpacks must go home each Friday to ensure clothes and blankets are clean.
- Children should eat breakfast before coming to school. Morning snack is served at 9:30 a.m. Children may bring in an early morning snack, such as a zip-lock bag of cereal, if they arrive before 7:45. Food will not be allowed after 7:45. Absolutely no “junk food” breakfast items, such as donuts, candy, kool-aid, etc.
- Children should wear comfortable clothing that can be easily laundered. Your child will do many hands-on activities which may become messy. “Nice”, expensive clothing is not appropriate for preschool.
- Shoes worn to school should fit securely, with at least a back strap. Flip flops and crocs can be dangerous while playing outside. They also hinder a child’s ability to run and fully enjoy outside play.
- No toys, of any kind may be brought to school, unless it is related to Friday’s show-and-tell. This includes stuffed animals and dolls. The theme for show-and-tell will be posted each week. Weapon toys and action figure fighting toys are never allowed to be brought to school.
- Each enrolled child should bring 2 bottles of 100% juice per month. It can be any kind or brand as long as it is 10% juice.

## COMMUNICATION

- Procare - Through Procare you can have real-time, direct communication with your child’s teacher and view photos of their classroom activities.
- **Busy Kids VPK has an open door policy.** Parents are welcome to come in at any time.
- Please check your child’s file each day. All children’s work and informational notes are placed in their files.
- Teachers and staff members are always available to answer questions. Conferences should be planned in advance so they do not interfere with instructional time. This also ensures teachers can speak with parents without interruption.

## LUNCH

Parents are responsible to provide lunch for their children during the school year. Child care licensing requires that lunches should be well balanced and nutritious. Busy Kids will be glad to provide a copy of the USDA’s food pyramid for further information about healthy meals.

Busy Kids is not able to heat up lunches. Please send food that does not require heating.

## **HEALTH POLICIES**

- **Families should keep ill children at home. Children with any of the following symptoms will not be allowed to remain at Busy Kids.**
- Fever of 100° or higher
- Severe coughing
- Difficult or rapid breathing
- Stiff Neck
- Vomiting
- Diarrhea
- Rash, especially with fever or itching
- Lice, nits, or scabies
- Eye discharge, mucus or pus, or conjunctivitis (pink eye)
- Not feeling well, not looking well, and/ or not able to keep up with program activities, seeming unusually tired, pale or confused.
- Open or oozing sores
- Unusually dark urine
- Bloody Stool
- When children become ill at Busy Kids, parents will be contacted to make arrangements for immediate pick-up. It is important that families have an alternative care plan for times when children are contagious and/or ill. **Children should not attend school until they have had a normal temperature and have been symptom free for 24 hours. This period of time is mandated by DCF to prevent the spread of the flu and other contagious illnesses.**
- Busy Kids does not administer any prescription medication or over-the-counter medication.
- All children and staff must wash their hands each time they enter Busy Kids.

## **DISCIPLINE POLICY**

To facilitate positive social development, The Creative Learning Center has adopted a developmentally appropriate guidance and discipline plan that is age specific and supports positive self-esteem. We view guidance as a process of teaching self-control, self-competence and respect for others and our environment.

Busy Kids strives to assure a learning environment where children feel safe and confident. Teachers model appropriate behavior, establish consistent routines, and create child centered classroom environments. They encourage children to be independent and make choices. Classroom teachers also plan activities that teach children to effectively express their emotions and resolve conflicts.

### **Toddlers**

The toddler teachers reinforce positive social development through all of their daily interactions with the children. The teachers respond to each child's individual needs and cues, communicate with the children verbally and non-verbally throughout the day, encourage independence and self-regulation, and soothe children that become frustrated. Teachers use redirection to deal with toddlers' inappropriate behavior.

## **Preschool Age Children**

Preschool and school age children assist in developing classroom rules and consequences. These rules are posted in the classroom to help remind the children of the expectations. We encourage you to read and discuss the rules and consequences with your child and refer to them at home.

The children have a classroom behavior chart to help them control their behavior choices. Children's "clips" stay on green when they are using acceptable behavior. When children choose unacceptable behavior, they are asked to move their clip to yellow. Red indicates that the child was not able to control his or her behavior. Children are given the opportunity to get back to green by making better choices. Please speak with your child's teacher if you notice your child's clip is on red. It is our goal that each child will work toward developing internal self-control and become able to self-regulate their behavior.

As a rule, staff members are expected to manage problems quickly and without parent involvement. If a problem develops that cannot be modified or addressed through normal discipline procedures, parents will be contacted for a conference. In extreme cases, where a child continues to need a disproportionate amount of staff attention, the child may be asked to leave the program in order to ensure the safety of other children. To ensure all children and staff feel safe and secure in our program, a child who injures children or teachers, or purposely destroys property, will have to stay home, following the incident. On the third documented incident, the child will no longer be able to attend.

Busy Kids never applies destructive or harsh discipline tactics. Physical punishment and child humiliation are prohibited on the premises at all times. Furthermore, discipline is never associated with food, rest, or toileting.

## **Expulsion Policy**

To ensure all children and staff feel safe and secure in our program, a child who injures children or teachers, or purposely destroys property, will have to stay home, following the incident. On the third documented incident, the child will no longer be able to attend. This is considered a last resort option. Busy Kids will make every effort to work with children and families to prevent this from happening.

The success of any discipline plan is best achieved when parents are involved, and participate in their child's learning. Please feel free to contact us at any time regarding your child's progress.

## **Extreme Weather/ Emergency Procedures**

Busy Kids follows the operating decisions of the Highlands County Public Schools, in regards to school closure during extreme weather threats. If the Highlands County School Board closes the public schools, due to hurricane or tropical storm warnings, **Busy Kids** will be closed. Closure decisions will be announced on the Highlands County School Board's website (<https://www2.highlands.k12.fl.us>) and on the Highlands County Emergency Management's website ([https://www.highlandsfl.gov/departments/PublicSafety/emergency\\_management/emergency\\_operations\\_center.php](https://www.highlandsfl.gov/departments/PublicSafety/emergency_management/emergency_operations_center.php)). Additionally, this information will be broadcast on the local radio stations.

Busy Kids will have information posted on Procure and Facebook. A message will be left on our telephone system, as long as telephone and power lines are working.

In the event a serious storm hits Sebring, Busy Kids will re-open as soon as possible. We can only re-open when the school's power and water services are working and all debris has been removed.