



**Welcome to Busy Kids Creative Learning Center!**

***"Where Children Flourish"***

At Busy Kids, our mission is to provide an exceptional early education experience for children participating in preschool or VPK. We are committed to creating an environment that is nurturing, engaging, and healthy. Through research based curriculum, highly qualified staff prepare children for success in school by enriching and enhancing each child's intellectual, social and physical development. Most importantly, we strive to make learning exciting and to develop a love of learning in each child.

**922 Persimmon Ave.**

**Sebring, FL 33870**

**863-386-0808**



**State of Florida  
 Department of Children and Families  
CHILD CARE APPLICATION FOR ENROLLMENT**

**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 \_\_\_\_\_

Days of the Week in Care:    M    T    W    Th    F    Sa    Su

Meals Typically Served While in Care:    Bkfast    MS    Lunch    AS    Supper

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

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

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

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_ /Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_ /Cell: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_ Relationship to the child: \_\_\_\_\_

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

**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.

Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Please list allergies, special medical or dietary needs, or other areas of concern:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Busy Kids Creative Learning Center Program Policies

## CURRICULUM

- Busy Kids is committed to preparing children for success in school by providing a variety of learning experiences that foster development in the areas of cognitive, social, emotional, physical and language development. Reading, creative opportunities and activities which develop critical thinking skills are a part of each child's day.
- Busy Kids uses the following curriculum models:
  - \* *The Montessori Method*
  - \* *Starfall Pre-K Curriculum*
  - \* *Baby Doll Circle Time*
- All planned activities are designed to teach skills defined in Florida's 4-Year Old Performance Standards and in Florida's Birth to Three Learning and Developmental Standards.

## ATTENDANCE

- Children are strongly encouraged to attend regularly. Children who miss frequently don't get the full benefit of participating in preschool and have difficulty getting used to the daily routines.
- Busy Kids opens at 7:30 a.m. and closes at 5:30 p.m. Busy Kids does not discount tuition when parents only opt to send children for the morning. Please see the director if you have questions about the schedule.
- Children should arrive no later than 9:00 a.m. Please call when you child will be late.
- Children must be signed in and out each day on the daily sign-in sheet, with accurate times! Please clearly your full name.

## 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 personal plans following their work day. In respect for them, parents should be on time or make arrangements for alternative pick-ups.
- In case of emergency, parents should immediately contact the center to alert staff that their child may be picked up late.

## WHAT DO I NEED TO BRING

- Each child must have a backpack with a change of clothes, appropriate for the weather.
- Children should bring a nap mat and a small blanket for rest time. The nap mat should be at least 1" thick and should be able to be easily disinfected. "Kindermat" brand meets these guidelines. Blankets must easily fit in the backpack. Blankets that have to be "stuffed" in the backpacks are too big. Backpacks should go home each Friday to ensure clothes and blankets are clean.
- 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

### MEALS

- During the school year (August – May), children must bring their own lunch. Lunch should be well balanced and should not include foods that require heating. We do not heat up food. Hot foods can be packed in a thermos which will stay warm until lunch.
- On Fridays children can purchase pizza for \$2.00 instead of bringing a lunch.
- Busy Kids provides morning and afternoon snacks. Snack menus are posted each week and meet USDA food program guidelines. Alternate snacks will be provided for children with food allergies as necessary.
- During the summer months (June -- August), Busy Kids participates in the school food program and provides students breakfast and lunch, as well as afternoon snack.

### COMMUNICATION

- Please check your child's file each day. All children's work and informational notes are placed in their files.
- Busy Kids Children's Learning Center has an open door policy. Parents are welcome to come in at any time.
- 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.

### 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
  - Sever coughing
  - Difficult of 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.
- Parents must sign that they understand DCF's flu prevention brochure.
- All children and staff must wash their hands each time they enter Busy Kids.

#### ENROLLMENT

- Prior to the first day of school, parents should complete all application paperwork as indicated on the enrollment checklist.
- The registration fee of \$75.00 and one week's tuition should be paid by the first day of enrollment.
- A child physical form and an immunization form must be submitted within 30 days of enrollment.  
**(Florida Certificate of Immunization, DH Form 680 or 681 and  
Student Health Examination, DH Form 3040)**

#### DISENROLLMENT

- Parents choosing to disenroll their child should give Busy Kids two weeks notice of disenrollment.
- Busy Kids reserves the right to terminate the contract for preschool or childcare with families who  
1) do not pay tuition, 2) are repeatedly late picking up, OR 3) do not follow policies.

By signing this statement I have read, understand and agree to the 2019-2020 Busy Kids VPK policies.

Parent Signature: \_\_\_\_\_

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](http://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](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://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](http://MyFLFamilies.com/ChildCare)

Busy Kids Creative Learning Center  
922 Persimmon Avenue  
Sebring, Florida 33870  
863-386-0808

### **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 a respect for others and our environment.

BKCLC 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.

Busy Kids encourages self discipline in children. When negative behavior occurs, Busy Kids uses a card system to track children's behavior. Children's cards stay on green when they are using acceptable behavior. When children are not choosing acceptable behavior they are asked to turn their card to yellow. A 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 good choices. Please speak with your child's teacher if you notice your child's card is on red.

As a rule, staff members are expected to handle 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. This is only as a last resort.

BKCLC 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.

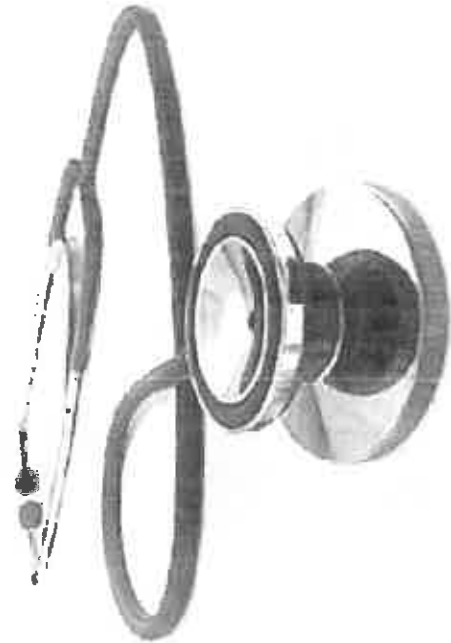
#### **Expulsion Policy**

Unfortunately there may be times when Busy Kids may not be the most appropriate early childhood program for specific children. When a child's behavior causes other children harm or consistently effects other children's ability to learn, Busy Kids reserves the right to ask that child to be suspended for a temporary period of time or dis-enrolled from Busy Kids permanently. 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 in their child's learning. Please feel free to contact us at any time regarding your child's progress.



**What is the influenza (flu) virus?** Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



**How can I tell if my child has a cold, or the flu?**

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below.

CFPI 175-70, June 2009

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

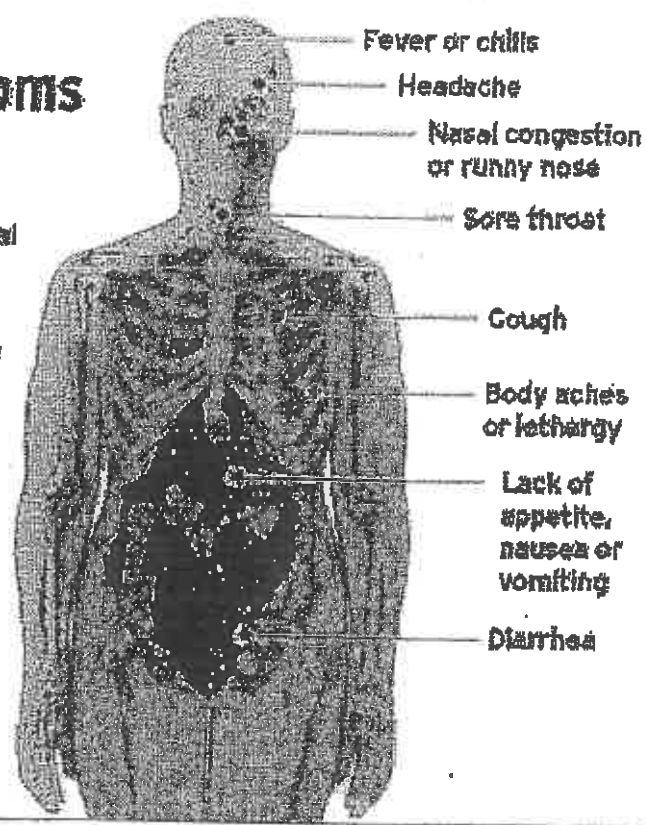
INFLUENZA VIRUS



**"The Flu"**  
**A Guide**  
**for Parents**

# Swine flu symptoms

Symptoms of the swine flu are very similar to those of seasonal influenza. If you feel ill, stay home from work and school because an infected person can shed the virus 24 hours before symptoms start, and up to seven days later. If you exhibit symptoms and believe you may have swine flu, call your physician before making a trip to see him or her, then follow advice on how to proceed.



# Busy Kids Creative Learning Center Policies

## 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.

Parents must sign that they understand DCF's flu prevention brochure.

All children and staff must wash their hands each time they enter Busy Kids.

By signing this statement I have read, understand and agree to the Busy Kids VPK health policies.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EXTREME WEATHER OPERATING PROCEDURES**

Busy Kids Creative Learning Center 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. Listen to local radio station announcements when in question. Updates will be posted to our Facebook page and will also be left on our answering machine as long as the 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.

Busy Kids – 386-0808

**Emergency Preparedness**

**Parent / Child Reunification Plan Information**

<b>Program Name:</b>	<b>Busy Kids Creative Learning Center</b> 863-386-0808
<b>Program Address:</b>	922 Persimmon Ave., Sebring, FL 33870
<b>Emergency/Disaster Contacts</b>	Anne Lang Brian Lang Kathi Borecky
<b>Cell phone emergency contact</b>	863-381-0571 <b>DO NOT CALL THIS NUMBER UNLESS IT IS AN EMERGENCY! IT WILL NOT BE ANSWERED DURING THE DAY UNLESS IT IS AN ACTUAL EMERGENCY!</b>
<b>Evacuation Reunification Area 1</b>	The House of Change 1000 Persimmon Ave. Sebring, FL 33870 <b>WE WILL ONLY EVACUATE TO THIS LOCATION IF AUTHORITIES DECIDE THAT OUR BUILDING IS UNSAFE.</b>
<b>Evacuation Reunification Area 2</b>	The Highlands Today Center 781 Magnolia Ave., Sebring, FL 33870 863-382-2255 <b>WE WILL ONLY EVACUATE TO THIS LOCATION IF EVACUATION AREA 1 IS UNSAFE OR IF AUTHORITIES HAVE EVACUATED THE ENTIRE STREET OR AREA.</b>

Field Trip Permission Trip

I hereby give permission for my child \_\_\_\_\_ to participate in school related field trips or events. This includes class walks which are educational and curriculum related. Busy Kids does not transport children.

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Signature of Parent /  
Guardian

---

Date

Photography Consent Form

I hereby give permission to Busy Kids Creative Learning Center to photograph my child \_\_\_\_\_ throughout the year. These photographs may be used in advertisements, promotional materials, and/or social media posts.

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

\_\_\_\_\_  
Date

# Busy Kids Wish List

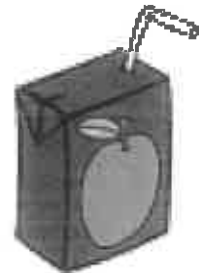
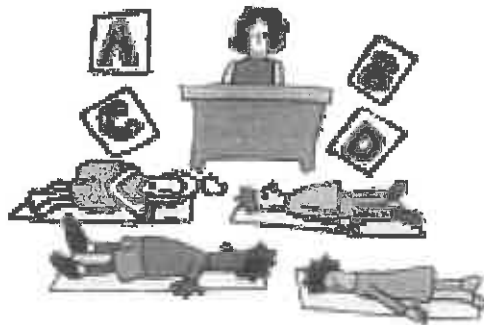
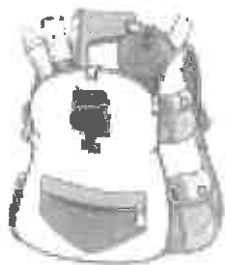
Busy Kids does not require that any wish list items be purchased, but we welcome the donation of any of the following. These are items we use frequently throughout the year and we always appreciate parent donations.

## Items that can be purchased:

- Dixie Cups - 3 ounce
- Coffee Filters
- Baby Wipes
- Glue - Sticks or Bottles
- Kleenex
- Zip-Lock Bags - quart or gallon
- Plastic Spears
- Crayons
- Packing Tape
- Washable Markers
- Black Sharpie Markers

## Items you may have at home:

- Stationery
- Envelopes
- Fabric
- Note Pads
- Variety of Paper
- Odd Scrapbooking Materials
- Business/Order Forms
- Old Magazines
- Old Costumes
- Travel Pictures or Books



**Every Child should have a backpack with a change of clothing.**

**Children that will be napping must have:**

- A nap mat (currently available at Walmart)
- A small blanket (must be able to fit in backpack)
- A small pillow (must be able to fit in backpack, no pillow pets)

**We ask that children bring in two bottles of 100% juice each month.**



## Attention Parents:

This is to remind you of the child care law that gives newly enrolled children 30 days to submit the necessary documentation of current physicals and immunizations.

Children may also attend school if they have a documented religious exemption from getting immunizations. Because of the allowed window for compliance and the religious exemption, it is possible that your child may be in school with children who don't have updated immunizations.

Please see Ms. Anne or Ms. Kathi if you have any questions.

**BUSY KIDS CREATIVE LEARNING CENTER and VPK RATES**

**2019-2020**

<b><u>PRESCHOOL RATES</u></b>	<b><u>Full-Time</u></b> <b><u>(4 or More Days</u></b> <b><u>Per Week)</u></b>	<b><u>Daily Rate</u></b>	<b><u>Part-Time</u></b> <b><u>Daily Rate</u></b> <b><u>(5 hours or less</u></b> <b><u>per day)</u></b>	<b><u>Part-Time</u></b> <b><u>Weekly Rate</u></b> <b><u>(5 hours or less</u></b> <b><u>per day)</u></b>
Two Year Olds	\$135.00	\$40.00	\$20.00	\$110.00
Preschool Age Children (3-5 year olds, not eligible for kindergarten)	\$125.00	\$35.00	\$20.00	\$110.00
School Age	\$125.00	\$35.00	\$20.00	\$110.00
<b><u>VPK RATES</u></b>	<b><u>Weekly Rate</u></b>	<b><u>Daily Rate</u></b>	<b><u>Part-Time</u></b> <b><u>Daily Rate</u></b> <b><u>(5 hours or less</u></b> <b><u>per day)</u></b>	<b><u>Part-Time</u></b> <b><u>Weekly Rate</u></b> <b><u>(5 hours or less</u></b> <b><u>per day)</u></b>
VPK-Voluntary Pre-Kindergarten Program	FREE	N/A	N/A	N/A
VPK Extended Care <ul style="list-style-type: none"> <li>• Morning VPK, childcare until 3:00 pm</li> <li>• Afternoon VPK/ morning child care</li> </ul>	\$65.00	N/A	N/A	N/A
VPK Extended Care (More Than 3 hours) <ul style="list-style-type: none"> <li>• Morning VPK, full-time childcare</li> </ul>	\$95.00	N/A	N/A	N/A
Non VPK Weeks/ Holidays (Winter Break, Spring Break, Summer and Public School Teacher Work Days)	\$125.00	\$35.00	\$20.00	\$110.00
<b><u>VPK RATES-Summer</u></b>	<b><u>Weekly Rate</u></b>	<b><u>Daily Rate</u></b>	<b><u>Part-Time</u></b> <b><u>Extended Child</u></b> <b><u>Care</u></b>	<b><u>Part-Time</u></b> <b><u>Weekly Rate</u></b> <b><u>(5 hours or less</u></b> <b><u>per day)</u></b>
VPK-Voluntary Pre-Kindergarten <i>Full Day</i>	FREE	N/A	FREE	N/A

# Busy Kids Creative Learning Center 2019-2020

## August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 <sup>b</sup>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## September 2019

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29	30					

## October 2019

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## November 2019

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## December 2019

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29	30	31				

## January 2020

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26	27	28	29	30	31	

## February 2020

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2	3	4	5	6	7	8
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23	24	25	26	27	28	29

## March 2020

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29	30	31				

## April 2020

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## May 2020

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24	25	26	27	28	29	30
31						

## June 2020

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July 2020

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### KEY



- Busy Kids Closed

b

- First Day of School

h - 100th day Celebration



- No VPK Classes

e

- Last Day of School

# Getting In; Getting Out



CC BY SA  
1/10/10



## Check Behind The Car

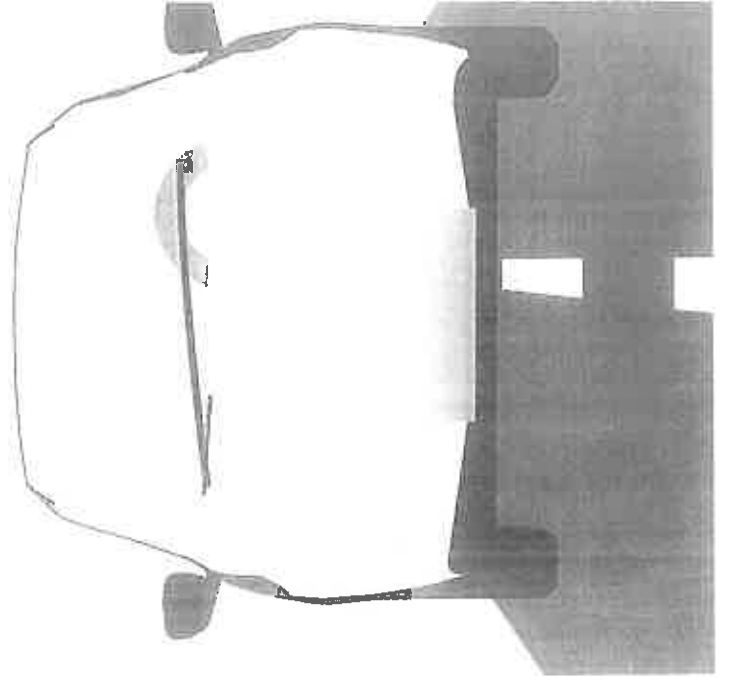
- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE,** walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:  
**PREVENTION UNIT**  
Office of Family and  
Community Services

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...



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



Developed by:  
The Office of Child Care Regulation  
[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2018