

Just 4 Kids Preschool, Inc.
"Touching Kids Hearts by Faith"
Child Care Application for Enrollment

Student Information:

Date of Birth _____ Sex _____
Date of Enrollment _____

Full Name: _____
Last First Middle Nickname

Child's Address: _____
City Zip Code

Child's Social Security Number: _____

Primary Hours of care From: _____ To: _____

Child Lives With: _____

Custody: Mother: _____ Father: _____ Both: _____ Other(List): _____

Family Information:

Father or Legal Guardian: _____

Address: _____

City, Zip Code: _____

Home Phone: _____

Employer: _____

Address: _____

Work Phone: _____

Cell Phone: _____

License Number: _____

Email: _____

Mother or Legal Guardian: _____

Address: _____

City, Zip Code: _____

Home Phone: _____

Employer: _____

Address: _____

Work Phone: _____

Cell Phone: _____

License Number: _____

Email: _____

Medical Information:

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

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list any and all allergies, special medical or dietary needs, or other areas of concerns: _____

Contacts: (Must be at least 18 years old with a valid ID at all times)

Child will be released only to the mother, father, or legal guardian listed above 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 or legal guardian cannot be reached.

Name: _____ Address: _____

Work#: _____ Home#: _____

Name: _____ Address: _____

Work#: _____ Home#: _____ Name: _____

Address: _____ Work#: _____ Home#: _____

Name: _____ Address: _____

Work#: _____ Home#: _____

Name: _____ Address: _____

Work#: _____ Home#: _____ Name: _____

Address: _____ Work#: _____ Home#: _____ Name: _____

Address: _____ Work#: _____ Home#: _____ Name: _____
Address: _____ Work#: _____ Home#: _____

Helpful Information About Child:

Type of Care (Circle one):

Full Time Preschool Part Time VPK Before & After School Care
Before School Care After School Care School Attending: _____

I give my child permission to ride the Just 4 Kids Preschool Inc. van to and from school.

Section 65C-22.006(2), F. A. C., requires a current physical examination (Form 3040) and immunization record. (Form 680 or 681) within 30 days of enrollment.

Section 402.3125(5), F.S. requires that parents receive a copy of the Child Care Facility Brochure, **“Know Your Child Care Facility.”(Included in parent handbook)**

Section 65C-22.006(4)2., F.A.C. requires that parents are notified in writing of the disciplinary practices and the expulsion policy used by the child care facility. **(Included in parent handbook)**

I have read the parent handbook, discussed with the director and therefore thoroughly understand the policies and procedures that I am to follow while my child is in attendance at Just 4 Kids Preschool Inc. Failure to follow policies and procedures in our handbook may result in expulsion without refund of payment. Also, not giving proper notice would leave a balance due. If taken to court, I am legally bound for fees, court costs, and legal fees. By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate and that you agree to all policies in the Just 4 Kids Preschool Parent Handbook and on the Application for Enrollment.

Print Name of Parent or Legal Guardian Parent’s or Legal Guardian’s Signature Date

_____-signing that I understand the vacation time policy _____
Parent’s or Legal Guardian’s Signature Date

Office use only:

Reg. Pd. _____
Shot Card _____
Physical Form _____

DEVELOPMENT SCREENING PROGRAM

Just 4 Kids Preschool is pleased to offer developmental screening services for children. The purpose of the screening is to identify areas of possible delay in order that early intervention may be offered. If we can identify the concern early on; the easier it can be addressed.

A developmental screening instrument, called the “Ages and Stages Questionnaire,” will be completed and scored. If there are concerns after the screening there are further services that will be offered to your child. We also use other developmental tools to assess your child.

I hereby give permission for my child _____ to receive developmental screening services.

I understand there are no charges to families for these services. I will be informed if further intervention service or prescreening is needed.

Parent/Legal Guardian’s Signature

Date

FIELD TRIP AND ACTIVITIES PERMISSION

I give my child _____ permission to participate in the neighborhood walks to the park or other field trips in an authorized vehicle. I understand that I will be informed of all planned trips and that I may withdraw my permission for a planned trip if I so desire.

I grant permission for my child to be included in school pictures and give permission for those pictures to be used by the center.

I grant permission for my child to participate in the activities planned for holidays.

Parent/Legal Guardian’s Signature

Date

Child’s Name

Sworn to and subscribed to me this _____ day of _____.

My signature as a Notary Public, verifies the affiant’s ID is valid:

_____License Number

PARENTAL CONSENT
JUST 4 KIDS PRESCHOOL INC

Child’s Full Name: _____

Age: _____ Date of Birth: _____
Parent/Legal Guardian's Name: _____

I hereby give consent for my child to participate in the Just 4 Kids Preschool Inc. program. This means that my child will receive emergency care at the facility, if needed, and health appraisal to control communicable diseases. In case of accident or serious illness, I request the preschool to contact me. If the preschool is unable to reach me, I hereby authorize the preschool to contact the physician or dentist indicated on the registration form and to follow his/her instructions. If it is impossible to contact this physician or dentist, the preschool may make whatever arrangements are necessary to provide care and treatment for my child. In case of an accident or illness where immediate treatment of my child is not indicated but where he/she is unable to remain at the facility, I request that the preschool contact me or my spouse, I request one of the persons listed on the registration form to be contacted and requested to care for my child until I can be reached. In the event persons listed on the registration form cannot be reached, preschool personnel have permission to transport the child to the nearest emergency room and I will be responsible for emergency medical service fees. If emergency transport arrives before contacts on registration form, a preschool staff member will ride with your child, as long as transporter allows.

I have accident insurance on my child:

IF yes, give policy name:

Insurance Company:

Policy Number:

I hereby give permission for medical information to be released to the Doctor and Hospital.

Parent or Legal Guardian's Signature

Date

NOTARY SEAL:

Sworn to and subscribed before me this ____ day _____, 20__.

My signature as a Notary Public, verifies the affiant's identification is valid.

Just 4 Kids Preschool Inc
801 Northwest 3rd Street
209 East Canal Street
Mulberry, FL 33860
863-869-9624
863-425-0012

(Please Complete **only ONE** of the following statements)

I _____ parent/guardian of _____
give Just 4 Kids Preschool Inc. permission to photograph and post my
child's pictures on Social Media (Just 4 Kids Preschool Face book page/
Website/etc.)

I _____ parent/guardian of _____
do not give Just 4 Kids Preschool Inc. permission to photograph and post
my child's pictures on Social Media (Just 4 Kids Preschool Face book page/
Website/etc.)

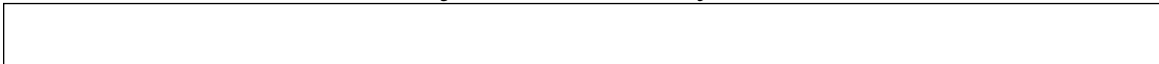
Parent/Guardian Signature

Date



<p>Fun Loving</p> <p>Learning</p> <p>Environment</p>		<p>Train up a child in the way he should go and when he is old, he will not depart from it.</p> <p>Prov 22:6</p>
<p><u>Free</u> VPK</p>	<p><i>Infants-12 years old</i></p>	

Email: just4kids@tampabay.rr.com
 Website: just4kidsmulberry.com



2 location: 801 NW 3 rd Street	863-869-9624	Lic#C10PO0044
209 East Canal Street	863-425-0012	Lic#C10PO0523
Mulberry, FL 33860		



Just 4 Kids Preschool Inc. Parent Hand book
801 NW 3rd Street & 209 East Canal Street
Mulberry, FL 33860
863-869-9624 or 863-425-0012 ph. II

Updated 8/2/2017

Welcome

We would like to welcome your family to Just 4 Kids Preschool. We hope your family will enjoy our center and the friends you will make here. This handbook has been written to describe our program with our philosophy and guidelines. Please keep it for reference; for it will answer many of your questions. Any other questions please feel free to call at any time. We also like parents to know we have an open-door policy; you may come in at any time. Again, welcome we pray you and your child feel right at home.

Hours: 6:15 am-6:00 pm Ages: 0-12 years of age

School-Age Children-Schools that we transport to and from: Purcell-Sikes-Mulberry Christian-Kingsford

Things needed to start preschool (shot & physical card due upon entering) and every child must have a diaper bag, book bag, or drawstring bag to store their blanket in.

Infants (diapers, wipes, change of clothes, at least 5 bottles) please check w/ director on type of formula we provide & infant food is provided.

Toddlers (diapers, wipes, change of clothes, and blanket)

Ages 2-3 (change of clothes, blanket, diapers and wipes if needed)

Ages 4-5 (change of clothes and blanket)

We provide cots for napping. We provide breakfast, lunch, and am and pm snack. For all children in diapers we need at least 5 diapers a day. Please label all of your children's items with their name.

OUR PROGRAM – JUST 4 KIDS PRESCHOOL
LOVE – FAITH – HOPE – CARING – NUTURING – BELIEVING

The children at Just 4 Kids Preschool are introduced to a balanced program of interaction with friends and teachers; in both teacher-directed and child directed experiences. The daily schedule includes: morning-prayer, pledge, circle time, free choice of time spent in learning centers, group times for music and movement, storytelling, and outside play.

We would like our children here at Just 4 Kids to be able to express themselves. The children learn they are free to make choices as long as they stay within the limits of consideration for other people and things. Children are treasured for their unique ways and individuality. We want children to learn in a fun and loving environment. We want each child to learn good morals and to learn to have Faith in God.

For a little history; we were founded in February 2000 and our founder was Shirlene Mills. She worked very hard with the rest of the family and great staff to make this a great place for children to come. I can remember her praying every day for our business when we started out with three children. Her prayers were answered when we were blessed to open another school in 2003. We love our children and love spending day after day with them and pray that they prosper in every way while they attend Just 4 Kids Preschool and as they move on in life. Mrs. Shirl's legacy lives on through this preschool; she taught us faith and compassion. She trusted God always and loved children with all her heart and now she has a special place in Heaven.

Program

The children are introduced to a balanced program where they can interact with children in both teachers directed and child directed experiences. Our daily schedule consists of free choice time that your child may spend in learning centers, we also have group times with music and movement, storytelling, creative time, and wonderful outside time. We also offer a Spanish class once a week. We also plan nature walks and field trips.

We want the children to learn by play, and we want them to learn to make their own choices. We do hands on learning experiences. Our professional staff will strive to encourage, nurture, and love your child. Parents are welcome to visit the school at any time.

Curriculum

Infants – age 2 we use Wee Learn and Pinnacle. Both of these are bible based and are well rounded curriculums. We also use Peacemaking Skills, which is for character development.

The 3- 4-year old classes we use DLM and Wee Learn which is 2 well rounded curriculums. Also, Nemours Curriculum is used to enhance the learning of each child. We also use Peacemaking Skills for character development.

The VPK classes use DLM Express, which is very literacy rich and we incorporate math and science to make it well rounded. Also, Nemours Curriculum is used to enhance the learning of each child. We also use Peacemaking Skills for character development.

Parent/Center Communication

We encourage communication with your child's teacher. If you ever have a concern please ask to speak with your child's teacher or the director at any time. The parent conferences are scheduled at least three times a year, but always feel free to request if you need a conference beforehand.

Open Door Policy & Volunteers

We have an open-door policy; you may come in at any time to see your child and visit the center. If you would like to help by volunteering please see the director. Anyone wanting to volunteer more than 10 hours a month will need to get a live scan and must take specific child care classes. Volunteers are never left alone with the children and never discipline children. A volunteer is to assist in activities, read, work a booth at our carnival, etc.

Parent Bulletin Board

A bulletin board is available with announcements on it for you to view and read. Please take time to scan the board regularly to keep informed of the happenings in the center. The bulletin board is in the front foyer.

Center Evaluation

Parents will be given the opportunity on an annual basis to evaluate the center. These are very important to us, so we can continue to improve. Please take the time to fill it out when it is received.

Assessing your child's development

We will be observing your child throughout the year to assess their development. The skills we will be assessing are physical, emotional, social, cognitive, creativity, and language skills. This will provide the basis for the parent-teacher conferences that will be held in October, January, and April. Conferences can be held at any time if the parent or teacher requests one.

Arrival and Departure

The center is open from 6:15am – 6:00pm. All children must be in class by 9:30 a.m.; the only exception is bringing a doctor's note in if you come after 9:30a.m. We need all children in VPK to be in attendance by 9:00a.m. Anyone picking up your child must be listed in your child's file under mother, father, legal guardian, or under the authorized pick up. They must be 18 years old with a valid ID.

Hand Washing

We practice frequent hand washing with soap and running water. Children and adults need to wash their hands before preparing or eating snack, before and after water play, after toileting, coughing, wiping noses, etc. We will teach children proper hand washing.

Possessions from home

We do have a special day to share things from home on Thursdays. Please do not allow your child to bring toys from home any other day. We do not allow change to be brought in, because this can be a choking hazard and also no live animals.

Dietary Restrictions

If your child has any dietary restrictions please see us for a form that will need to be filled out by the pediatrician.

Meals

We serve breakfast, am snack and pm snack, and lunch. Breakfast is from 6:30a.m. – 8:30a.m. Morning snack varies per class. Lunch serves from 11:00am – 12:30pm. Afternoon snack is served from 3:00p.m. – 4:15p.m. You may look at your child's class schedule to get the specific time they eat. We do follow the USDA guidelines when preparing meals for children. You will have a food program form attached to this packet to fill out; please fill it out to its entirety. We do not allow any food to be brought in, unless it is a special occasion that we have specified or your child's birthday. When bringing food in it must be store bought with a label due to allergies.

Birthday Celebration

Children are invited to celebrate their birthday at school. You may bring in a treat for their class. Please let the teacher know ahead of time, so we can plan our snack around the special treat. The treats must be store bought with a label due to allergies. You may bring invitations for your child's class to a birthday outside the school as long as the whole class is invited.

Celebrations

We may ask parents to bring in refreshments for celebrations or holidays. The refreshments must be store bought due to children with allergies.

Vacation

Preschoolers that are enrolled full time will receive 3 weeks of vacation after being enrolled for 4 months (3 weeks maximum vacation may be used in 1 year per child even in the event the child is re-enrolled the same year). School age children will receive 2 weeks of vacation after being enrolled for 4 months (2 weeks maximum vacation may be used in 1 year per child even in the event the child is re-enrolled the same year).

Vacation can be used from January – December and it must be submitted only in weeks NOT days and must be submitted 1 week in advance in writing. Vacation restarts every January and it does NOT roll over. A full week's tuition must be left as deposit for the returning week. When a vacation week is utilized the child cannot come to the preschool that week and you will not owe tuition that week. Unpaid time beyond these weeks will result in withdrawal. We are closed a week in July every year; if your child's vacation time accrued you may use 1 week this week. The week we will be closed will be announced every January of that vacation year.

We also close a week in July every year (5 days); the full week's tuition will be charged unless your child has acquired vacation time.

Holidays & Closings

We are closed the following holidays New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, The day after Thanksgiving, Christmas Eve, and Christmas Day. Should a holiday fall on the weekend, we will be closed an additional day during the week. The full week's tuition will be charged during a holiday week.

We also close a week in July every year (5 days); the full week's tuition will be charged unless your child has acquired vacation time.

Smoking is prohibited in our buildings and anywhere on our grounds.

Recycling

Remember that we can always use the following things if you are cleaning your house and want to get rid of these items: good used toys, dramatic play props, dress up costumes, purses, wallets, collage materials, ribbons, books, phones, jewelry, kitchen utensils and pans, buttons, cards, envelopes, spools, yarn, etc.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

Incident and Accident Forms

If your child has an accident while at the center you will get an accident form. If your child comes in with any accidents there will be an incident written up on the child. The

parent will be asked to sign either form on pick up of the child. These forms are to keep good communication of the happenings between the parent and the center.

Nap Time

We provide a rest or naptime for full time preschool children. Some children may need sleep while others only rest. Each child needs to bring a blanket. Children may not be disruptive during naptime, but if they cannot sleep they will be offered a book or quiet toys to play with after resting for at least 15 minutes.

Disaster Plan

In case we had to relocate for bad weather – our relocation is St. James Primitive Baptist Church in Mulberry and the phone number is 863-425-4734. In the case of a hurricane we will go by the Polk County School Board’s decision to close schools unless they are closing for shelters. If there is any question please call the preschool answering machine after 9pm the night before and there will be a message to indicate if the center will be open or closed. After the event of a hurricane we will reopen the next day if it is safe, we have running water, and electricity. The communication will still be by the answering machine and we will update it daily at 9:00pm.

Clothing

Dress your child in washable, sturdy, play clothes for school. We plan messy art projects and activities daily and your child will want to participate.

Tennis shoes are also requested for safety. Cowboy boots should not be worn to school for many safety reasons for your child and others.

Please keep a change of clothes in your child’s cubby at all times in case of accidents. Please make sure you label all of your child’s clothing with your child’s name.

If your child is still in the potty training stage be sure to supply extra underpants and clothes. Do not send your child in diapers to school. We do expect accidents and will have the child change in to dry clothes.

Safety Practices

We have a coded door to keep your child and our staff safe. Please do not hold the door for someone else. If they do not know the code please notify staff. Please do not give the code to anyone that is not on your pick-up list. We may change the code every so often as a safety precaution.

Pets

We have fish and at certain times we will have small animals such as gerbils, guinea pigs, etc.

Medications

We do not give medications. We will administer medicines that could be a life and death situation such as EpiPen, inhaler, etc., but we must have an original container with prescription on it, child's name on it, name of drug, dosage, directions for administration, expiration date, and physicians name and the parent or guardian will also have to fill out a medical form for the center. No medicine may be left at the center for someone else to pick up and no medicine may be sent in the child's bag.

Health Policy

Medical and emergency information forms must be on file before your child can enter preschool. All immunizations must be current and your child must have a physical form.

We are concerned about the health of every child in our program. To keep each child healthy, we ask you to keep your child home if they are sick. If your child has any of the following: we will call you to pick them up and they will not be able to return until after 24 hours and if that time is after our take in time of 9:30 a.m. then your child will have to wait until the following day to return:

- Fever of 101 or higher-requires a doctor's note
- Diarrhea-more than one abnormal loose stool within the day
- Severe Coughing
- Difficult or rapid breathing
- Vomiting-more than one time within the day
- Yellowish skin or eyes
- Signs of conjunctivitis (pink eye)-requires a doctor's note
- Stiff neck
- Unknown rash
- Any other unusual signs or symptoms of an illness.

If your child is sent home with any of the above symptoms they will not be able to return until 24 hours and if a doctor's note is required that must also be submitted to the director upon arrival back to the center.

Any child having lice will also be sent home; and will not be able to return until the hair is clear of all nits. On the return to the center you must supply the receipt of the items you purchased to treat the hair.

It is your responsibility to notify the center if your child has a communicable disease such as: measles, mumps, chicken pox, head lice, etc. All, but head lice will require a doctor's note to return.

On occasion, if a health concern persists, the childcare director may request that a child be seen by a physician prior to returning to the center.

Minor injuries will be treated with soap, water, ice, and band aids. Should there be a serious accident, parents or other person on the emergency list will be contacted. If we cannot reach anyone the child will be taken by ambulance to the hospital and one of the staff members will ride with the child if the transport allows.

Discipline Policy

We will use age appropriate discipline. Discipline is the positive method of teaching a child appropriate behavior. It includes: acceptance, listening, consistency, encouragement, alternatives, and time away from the situation. We always try to first talk to the child and find out what is happening. Then we will try to redirect them into a better situation. If the problem persists we may have to sit them away from the group. After they have sat for a few minutes they will be asked to rejoin the group.

Note: Discipline does not include physical punishment, verbal abuse, emotional abuse, withholding food or sleep, or active play being withheld; therefore, children should not be subjected to discipline which is severe, humiliating, or frightening, discipline will not be associated with food, rest, or toileting.

Expulsion Policy

We will make every effort to work with the parents of children having difficulties in our center. We are here to protect all of our children at the same time. If a child is upsetting the physical or emotional wellbeing of the other children in the center the following actions may be required.

Initial Consultation-Three behavior notices will be signed by the parent or guardian. After three notices a suspension may be put in place.

Second Consultation- Teacher will ask for a conference with the parents or guardians of the child. Goals will be made in order to help the child to succeed.

Third Consultation – Director will ask for a conference with parents or guardians. Goals will be made in order to help the child to succeed.

Expulsion – When the previous attempts have failed and no progress has been made the child may be expelled indefinitely.

The childcare director may immediately expel any child at any time he/she exhibits harmful behavior to themselves or others. A parent may be called from work anytime a child distributes uncontrollable behavior that a childcare member cannot modify. Expulsions from the childcare facility may vary from a few hours to an indefinite period.

Discharge Policy

The childcare facility reserves the right to cancel enrollment of a child for the following reasons:

- Non – payment or excessive late payment of fees
- Not observing the rules of the center as outlined in the parent agreement
- Child has special needs which we cannot adequately be met with our current staffing patterns
- Chronic Disruptive Behavior
- Physical and/or verbal abuse of staff or children by parent or child