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Application for Enrollment

STUDENT INFORMATION:

Date of Birth: _____ Sex: _____

Date of Enrollment: _____

FULL LEGAL NAME: _____

First

Middle

Last

Nick Name

ADDRESS: _____

CELL PHONE: _____ **HOME NUMBER/OTHER #** _____

PRIMARY HOURS OF CARE: FROM _____ TO _____

DAYS OF THE WEEK IN CARE: M T W TH F S SN **PHONE PROVIDER:** _____

FAMILY INFORMATION:

Child lives with: _____

PARENT / GUARDIAN: _____

NAME OF PARENT'S EMPLOYER: _____

WORK PHONE: _____ **E-MAIL:** _____

PARENT / GUARDIAN: _____

NAME OF PARENT'S EMPLOYER: _____

WORK PHONE: _____ **E-MAIL:** _____

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. Please be advised that in the event of an emergency child will be transported to the nearest hospital.

CHILD'S PRIMARY DOCTOR: _____

ADDRESS: _____ **PHONE:** _____

BELOW PLEASE LIST ALLERGIES, SPECIAL MEDICAL OR DIETARY NEEDS OF YOUR CHILD:

ALLERGIES: _____

MEDICAL NEEDS: _____

DIETARY NEEDS: _____

CONTACTS:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contracted 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 parent or legal guardian cannot be reached.

NAME: _____ (relationship to child) _____

ADDRESS: _____ **PHONE:** _____

NAME: _____ (relationship to child) _____

ADDRESS: _____ **PHONE:** _____

NAME: _____ (relationship to child) _____

ADDRESS: _____ **PHONE:** _____

HELPFUL INFORMATION ABOUT CHILD (LIVING SITUATION, BEHAVIOR, ECT.)

• Parent understands and agree that you must provide Kids World Preschool Kissimmee, Inc. with a current up to date physical and immunization record of your child. Parent further understands that if at any time immunizations or physical records become expired, they will be required to obtain an up to date re-quired forms. Parents must be aware that at this present moment it might be a child that does not have immunization up to date.

- ☐ Parents affirm that you have received a copy of the **Child Care Facility Brochure, "KNOWYOUR CHILD CARE FACILITY"**.
- ☐ Parents are hereby notified n writing of the disciplinary practices used by the childcare facility.
- ☐ Parents are hereby given information detailing the causes, symptoms, and transmissions of Influenza Virus.

I HEREBY CERTIFY THAT ALL THE INFORMATION ABOVE IS TRUE AND COMPLETE, AND THAT I HAVE RECEIVED THE ABOVE REQUIRED DOCUMENTATION BY THE CHILD CARE FACILITY.

SIGNATURE OF PARENT/GUARDIAN

DATE



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DISCIPLINE POLICY

The purpose of this letter is to acquaint parents with the disciplinary policy of this center. Please read the following statements carefully. 402.305-12 CHILD DISCIPLINE – The following statements are taken from the State of Florida Department of Children and Families Child Day Care Standards:

A. Minimum standards for child discipline practices shall ensure age-appropriate, constructive disciplinary practices are used for children in care.

1. Children shall not be subjected to discipline which is severe, humiliating or frightening.
2. Discipline shall not be associated with food, rest, or toileting.
3. Spanking or any other form of physical punishment is prohibited.

Additional policy statements of Kids World Preschool Kissimmee, Inc:

B. Any child that persists in creating a problem is removed from the problem area. This usually involves spending a short amount of time playing quietly by him or herself in the Quiet Safe Zone Area, until they feel they are ready to return to the activity.

C. There are some problems that come under special handling. These include actions such as a child acting negatively towards their playmates, a child acts out against a teacher or caregiver of the Center, or a child who habitually bites. In the case of any of these problems, the parents of the child will be requested to attend a conference with the Director and the child's Teacher.

(Review Dismissal Policy for more details)

Children need to be guided in their actions towards others so that they will develop knowledge of communicating in a social setting. It is our hope that the children enrolled in our Center will feel secure and loved during the time they spend with us. Our employees strive to create an atmosphere of love, fellowship and sharing that can have a lasting effect on children during these early years of training. We encourage you to come and discuss with us any questions you may have concerning your child. Remember, good discipline begins at home.

Parent/Guardian Signature

Child's Name:

Date



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EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from enforced. The following are reasons we may have to terminate or suspend a child from this center:

Immediate Causes for Expulsion:

- ☐ The child is at risk of causing serious injury to other children or himself/herself.
- ☐ Parent threatens physical or intimidating actions toward staff members.
- ☐ Parent exhibits verbal abuse to staff in front of enrolled children. Parental Actions for Child's Expulsion
- ☐ Failure to pay/habitual lateness in payments
- ☐ Failure to complete required forms including the child's immunization records.
- ☐ Habitual tardiness when picking up your child.
- ☐ Physical or verbal abuse to staff
- ☐ Other (explain) Child's Actions for Expulsion
- ☐ Failure of child to adjust after a reasonable amount of time.
- ☐ Uncontrollable tantrums/angry outbursts.
- ☐ Ongoing physical or verbal abuse to staff or other children.
- ☐ Excessive biting.
- ☐ Other (explain) Proactive Actions That Will Be Taken In Order To Prevent Expulsion
- ☐ Staff will try to redirect child from negative behavior.
- ☐ Staff will reassess classroom environment, appropriate of activities, supervision.
- ☐ Staff will always use positive methods and language while disciplining children.
- ☐ Staff will praise appropriate behaviors.
- ☐ Staff will consistently apply consequences for rules.
- ☐ Child will be given verbal warnings.
- ☐ A brief time-out will be given so child can regain control.
- ☐ Child may lose certain privileges (Explain).
- ☐ Child's disruptive behavior will be documented and maintained in confidentiality.
- ☐ Parent/guardian will be notified verbally.
- ☐ Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- ☐ The Director / Program Coordinator, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- ☐ The parent will be given literature or other resources regarding methods of improving behavior.
- ☐ Recommendations of evaluation by professional consultation on premises.

- ☐ Recommendation of evaluation by local school district child study team.
- ☐ Schedule of Expulsion
- ☐ If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.
- ☐ The Parent/guardian will be informed regarding the length of the expulsion period.
- ☐ The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- ☐ The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).
- ☐ Failure of the child/parent to satisfy the terms of the plan may result on permanent expulsion from the center. A child Will Not Be Expelled o If a child's parent(s):
 - ☐ Reported abuse or neglect occurring at the center. (1800-96- ABUSE)
 - ☐ Questioned the center regarding policies and procedures.
 - ☐ Without giving the parent an adequate amount of time to make other child care arrangements.

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Parent/Guardian Signature

Child's Name:

Date



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EMERGENCY PREPAREDNESS PROCEDURE:

SHELTER-IN-PLACE (INCLEMENT WEATHER):

- Secure and anchor outside equipment and objects that can be blown away with strong winds.
- Protect the windows.
- Stay away from the windows that could be blown away during a storm.
- Gather all children inside (call 911 if necessary).
- Turn on and listen to the regional or local station to listen for emergency information.
- Turn off all fans, heating/cooling or ventilation systems, and clothes dryers.
- Close all windows, doors, and non-essential rooms (storage areas, laundry rooms, etc.)
- Keep children occupied and calmed with low-pace activities, such as singing, reading, or painting.

LOCK DOWN PROCEDURE:

- Stay away from the windows.
- Gather all children inside (call 911 if necessary).
- Turn on and listen to the regional or local station to listen for emergency information.
- Turn off the lights, all fans, heating/cooling or ventilation systems, and clothes dryers.
- Close all windows, doors, and non-essential rooms (storage areas, laundry rooms, etc.)
- Everyone **quiet and out of sight** to give the impression to the outsider that nobody is inside the building.

TORNADO SAFETY TIPS

- The safest place to be is an underground shelter, basement, or safe room.
- A small, windowless interior room or hallway on the lowest level of a sturdy building is the next safest alternative.
- In multi-story buildings, interior stairwells are good choices if no windowless areas are available. Do not use elevators.
- Mobile homes are not safe during tornadoes or other severe winds.

During a tornado watch (not warning), sleep with your shoes, helmet, and cell phone nearby.

EVACUATION PLAN:

1. The safety of the children and staff members at Kids World Preschool Kissimmee, Inc. are the highest priority. In case of **immediate evacuation due to hurricane, tornado, earthquake, bomb threat, Fire,** or any other reason that jeopardize the safety and security of your child our center will be evacuating and meeting to our first safe location: **Kissimmee Lakefront Park: 201 Lakeview Dr, Kissimmee, FL 34741.** If for any reason we can't meet in this location staff, children, directors, parents and others will be meeting at our second location located at **Hart Memorial Library at 211 E. Dakin Ave. Kissimmee, FL 34741.**
2. For more information keep informed in our school district website:
3. <http://www.osceolaschools.net/>, local news: www.cfnews13.com

IN CASE OF A LOST OR MISSING CHILD:

- Retrace steps check all classes and additional areas to ensure no child is left behind.
- Contact 911 and Parents
- Get ready to share child information and where about in the last hours when the child was seeing.
- Notify DCF
- Review camera footage (is available)
- Look in the immediate area.
- Inform the NCMEC (National Center for **Missing** and Exploited **Children**)

SUSPICION OF MALTREATMENT:

- Contact 1-800-96-Abuse.
- Report reason of suspension of maltreatment

INJURY OR ILLNESS:

- Contact 911
- Contact Parents, and inform of what hospital child is in.
- Which staff accompany the child it is possible.
- Report how injury occur or illness symptoms.
- Report other affected children or staffs
- In case of a need of Transportation by ambulance designated staff will be transport with the child. If personnel or staff cannot be sent with the child will be send alone and parent will be contacted with information which hospital or facility the child was send it.

DEATH OF CHILD OR STAFF:

- Contact 911
- Apply CPR or First Aid if needed.
- Contact Parents or Emergency contact
- Report signs
- Inform DCF
- Move children to safe areas.
- Add another staff to ensure that children are adequately supervised.
- In case of a death of a child/adult, children will be removed from the area and placed in another room to insured not contact with body.

THREATENING OF INDIVIDUAL WHO ATTEMPS GAINING ENTRANCE:

- Keep children safe and calm.
- Contact 911 (is possible)
- Evacuate facility (if possible)
- Maintain children quiet and hide under furniture or bathroom.

I HEREBY CERTIFY THAT ALL THE INFORMATION ABOVE IS TRUE AND COMPLETE, AND THAT I HAVE RECEIVED THE ABOVE REQUIRED DOCUMENTATION BY THE CHILD CARE FACILITY.

SIGNATURE OF PARENT/GUARDIAN

DATE

Tuition & Fee Policy:

All payments are due on **MONDAY BY 12:00 P.M.** Payment in full is required even if Kids World Preschool Kissimmee, Inc. is closed for a holiday or for an emergency weather situation. If your child is on the second shift your fee is due that Monday afternoon. If your child attends on the weekends and your child first day of the week is not Monday, your payment is due that same week of your child first day. After Tuesday there will be an additional **\$15.00 per week late fee** added to your tuition fee. (Non-payment for your weekly tuition can affect your child attendance)

Payment arrangement can be made; to pay every two weeks, but payments must be paid one week in advance. Fees are based on the age of the child upon enrollment. (4C) School Readiness participating parents; Fees are determined by 4C agency referral program. Your parent fee and or overage fees will be parent responsibility and due unless prior written agreement has been made by Director and parent.

Return Check fee is \$30.00 per check. Registration is \$35 per child or \$50 for two children. 3 or more children will be charged a \$70 family rate. All registration fees are non-refundable no exceptions.

Your weekly fee is **final** whether you use one day or the entire week. Please be advised that you are paying for space, not for the days except for 2 vacation (non-attendance) weeks throughout the year; after your child (ren) have been enroll in Kids World Preschool Kissimmee, Inc. **X_____ (please initial)**

Attendance Policy/Arrival Time/ Pick up Time/ Excuse Tardiness:

All full-time children can attend a **maximum** of 5 days a week (50 hours per week). Part-time children can attend a maximum of 3 days a week (30 hours per week). Between 6:00 a.m.- 6:00p.m. (children must be here by 9:00 a.m.) late pick up fee is \$1.00 per minute per child after 6:00p.m.; due upon picking up your child that same day. **All Registration Fee and Tuition fees are not refundable.** All children on the first shift are required to be here by 9:00 a.m. (If a child has a doctor, WIC, visitation appointment etc. parent/ guardian must have the child(ren) at the center by 10:00 a.m. with a proper doctor excuse note. If your child has a doctor appointment between the time of 10:00 a.m. and 2:00 p.m. your child cannot re-enter the center until 2:00 p.m. Doctor note will be verifying upon arrival to the center. *During the holiday week or an emergency hurricane parents please be advised that those days still count as a regular day so please do not use that holiday/hurricane day to use for a day missed during the week. A non-holiday day must be used during that holiday week to use the weekend. *

An example is if the center is closed for Memorial Day, Labor Day, Thanksgiving (any of the following holiday listed on the following page) you cannot used those days as a day missed during the week the holiday day still count as one of your day used, unless the holiday follows on one of your regular day off that your child will not normally attend the center, during the week.

Video Surveillance and Photo Release Policy:

There is video surveillance throughout the property and your child will be recorded. By signing this Photo, Video and Sound Recording Release and Consent Form, you are irrevocably giving permission to Kids World Preschool Kissimmee, Inc. and the officers, agents, employees, successors, licensees, and assigns to take and use photographs, video, or sound recordings of your child. Your consent to the use of the photographs, video and sound recordings and your child's

image, likeness, appearance, and voice is for forever. You will not receive compensation for the use of your child's image, likeness, appearance, and voice now or in the future. We may use the photographs, video and sound recordings containing your child's image, likeness, appearance and voice in any manner or media, including use on web pages. The photographs, video and sound recordings may be used in whole or in part, alone or with other recordings. We are mandated reporters. Any information, video, photography, or documentation requested by DCF, Law enforcement, lawyers, insurance adjusters will be released without further Notice to the parent.

Food Policy:

We participate on the Florida State Nutrition Program, which allows us to provided breakfast, lunch, and afternoon snack. We are required by the Florida State Nutrition program to submit documentation and information of the child and family information annually. Parents will be given the application so that it may be filled out. Please understand that we **cannot** accept any outside food; children can only eat the food the center provides. Parents please do not send your child to school with any type of candy that includes gum. If your child has any type of food allergy, please provide the office with a doctor note upon enrollment.

Birthday Party Policy: If it is your child birthday parents are allowed to bring in store bought **small cupcakes** for the child during snack time.

Occasional seasonal class parties occur throughout the year; in that event parents can bring store brought items only, 100% juice only (no soda). No home cook meals, desserts, drinks, etc. are permit-ted. **No bottles, cups, or pacifiers are permitted in the center, except for the infant room ONLY!**

Uniform policy:

Uniforms are required to be worn daily for all classes. The uniform consists of: Top: Kids World Preschool Kissimmee Shirt - **Must purchase through us. \$10.00 per shirt**

Bottom: Black or Navy pants, shorts, skort, or Capri

ABSOLUTELY NO sandals, flip flops, crocs, or open shoes. Closed toe shoes worn daily; No jeans and no other color bottom pants/skort.

Medication Policy and Sick Policy:

Staff can only dispense prescribed medication from a physician. Medication must be in the original container. Parents **MUST** fill out a medication form authorizing center staff to dispense the medication.

Medication can only be given to your child at 11:00 a.m. and/ or 3:00 p.m.

WE WILL NOT dispense any over the counter medication: Children's Motrin, aspirin, cough syrup, Tylenol, Robitussin, Dimetapp, Vicks, Ibuprofen, etc.

If your child is sent home with a temperature, diarrhea, chicken pox, pink eyes, running nose, etc., a proper doctor must be provided to the office upon your child's return to the center.

Due to COVID-19 if your child present one or more of the symptoms your child will be send home immediately and a Dr note will require to returned to the center.

Your child can return to school if your child has been (1) seen by a doctor and (2) has been taking medication for 48 hours. Otherwise, your child will not be allowed to return prior to the above.

Withdrawn policy:

Notice of two full weeks must be given to Kids World Preschool Kissimmee, Inc. in writing upon withdrawing of your child (ren).

Authorized pick up person:

Please note that you CAN NOT call the center to tell us that someone is going to pick up the child if that person is not on your child's authorized pick up list. We must have it in writing, whether it is by email, fax or in person, parent signature will be required as well as a picture ID. Authorized persons picking up child must bring State Identification or driver's license to pick up the child—NO EXCEPTIONS will be made to this rule.

PARENT HEREBY CERTIFIES THAT THEY HAVE UNDERSTOOD EVERY SECTION OF THIS POLICY/APPLICATION AND ACCEPTS ALL THE CONDITIONS AND OR RULES AND REGULATIONS OF KIDS WORLD PRESCHOOL KISSIMMEE.

(Parent/ guardian signature)

Child's Name

Weekly tuition

(Date)

(E-mail address)

Screen Time Policy:

No doubt about it — TV, interactive video games, and the Internet can be excellent sources of education and entertainment for kids. But too much screen time can have unhealthy side effects.

The American Academy of Pediatrics (AAP) recommends that kids under age 2 have no screen time, and that kids older than 2 watches no more than 1 to 2 hours a day of quality programming. Our center is a screen-free time center. Our children only watch television or videos only for education-al purpose and minimum of 10min per sections (during school year) Children are daily encouraged to read, fine and motors activities instead of sitting down watching tv. Movies are only show during summertime once a month with an educational purposed. Our center encourages parents to limited screen time and to increase physical activities for children 1 yrs. to 12 yrs. old. Watching TV and playing on devices get in the way of children exploring, playing, and interacting with grown-ups and their peers — all of which encourage learning and healthy physical and social development.

Physical Activity and Outdoor Policy:

Children from birth to five years old and older are encouraged to engage daily physical activities. You children will be jumping, crawling, rolling, climbing, and running. Physical activities will be moderate based on your child abilities. Physical activities are beneficial for your child. Children “breathless” are exercising their heart and lungs along with the muscles, arms, and legs. Tummy time is offering for infants only when your infant is awake. Tum-my time is offering daily for short periods of 3 to 5 minutes, increasing time as they show they enjoy the activity. Children one year old and two years old provided indoor and/or outdoor physical activities twice a day in the morning and evening for at least 30 to 45 minutes. Children four years old to five years old are pro-vided indoor and/or outdoor physical activities in the morning and evening for at least 60 to 75 minutes. Children 6 years old and older are provided indoor and out-door physical activities in the morning and evening for at least 75 to 120 minutes in the morning and evening. Parents are hereby given information detailing the screen time and physical activities done at the center.

Exposure Policy:

Kids World believes that the safety and health of our parents, children and teachers is super important to us. Our center disinfects toys and children's areas weekly as well as we have a company that comes twice a month to disinfect our local. Kids World uses disinfection and / odor eliminate-tors products such as Clorox, Lysol, pine sol, wax candles, antibacterial soap among other disinfection products. Like our center, it uses the Massey company and its BIO-Assured products for bi-weekly disinfection of our facilities.

Records:

Parents understands that childcare personnel might have contact with their records, medical and personal information.

I HEREBY CERTIFY THAT I UNDERSTAND THE INFORMATION ABOVE AND THAT I AGREE WITH THE POLICY.

(Parent/ guardian signature)

Child's Name

Date



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KIDS WORLD PRESCHOOL KISSIMMEE, INC. - CONTRACT

This agreement is hereby made this ____ day of _____, 20____
between Kids World , a licensed child care provider and _____
(parent/guardian) of _____ (the child).

I parent/guardian have read and agree to all the rules and regulations of the Parent Handbook. I understand that disregarding these policies can result in termination from childcare enrollment. I understand that I must follow the termination policy as it is written in the Parents Handbook. I agree to the weekly rate of \$_____ to be paid by Monday before the week begins for my child. Our arrival time will be _____ a.m./p.m. and pick up time will be no later than _____ a.m./p.m. (choose 5 days FT or 3 days PT only)

My Child will be in care on ____ Monday ____ Tuesday ____ Wednesday ____ Thursday
____ Friday ____ Saturday ____ Sunday.

Any added time before or after those times will be discussed beforehand or will be subject to late pick-up fees. This agreement shall be in effect until parent/guardian has given notice of termination for childcare services in accordance with the Parent Handbook policy, or a new contract must be signed.

I agree to pay a deposit of \$_____ to hold a space until _____. This deposit will cover the first week of childcare. **In the event I choose not to enroll my child with this provider this deposit is non-refundable.**

I understand that I must give two full weeks' notice of termination of childcare services, or I will be charged to full weeks of tuition.

ANY ADMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

Licensed Child Care Provider

Both parents must sign or parent/guardian with sole custody of the child

Parent/Guardian

Parent/Guardian



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Transportation Authorization

I, _____ parent/guardian of _____, _____ child (ren), hereby authorize Lil'

Explorers Preschool Inc. to: _____ drop off and/ or pick from _____

Elementary School on the following days: [Monday] [Tuesday] [Wednesday] [Thursday] [Friday]

Please circle the days that your child will be riding the bus.

_____ transport my child (ren) to and from educational field trips

It is parent/guardian responsibility to ensure they notify the school that their child (ren) will be riding the Kids World Preschool Kissimmee, Inc. bus.

If there are any changes to transportation, please notify the school and the childcare center immediately OTHERWISE we will continue charging the weekly fee unless a written letter has been provided to the center of the transportation changes.

If the child (ren) does not need transportation due to afterschool activity or early pick up, Parents/guardians are required to notify Kids World Preschool Kissimmee, Inc. Inc. no later than 2 hours or earlier of being picked up from their school.

OBSERVED DAYS & HOLIDAYS:

The Following days below we will be closed. We ask that you please coordinate childcare for your child. Please check parent bulletin board for specific days.

1. Labor Day
2. Before Thanksgiving
3. Thanksgiving Holiday
4. After Thanksgiving
5. Before Christmas
6. Christmas Holiday
7. After Christmas
8. New Year Day
9. Martin Luther King
10. Memorial Day
11. Independence Day

Parent/Guardian Signature

Date