

**10680 SW 113 place # 101-103**

**Miami, Fl 33176**

**305-2793182**

 **305-2793183 Fax**

[**www.acadekids.com**](http://www.acadekids.com/)

**Acadekidspreschool@yahoo.com**

**Parent’s Handbook**

Dear Parents,

It’s a pleasure to welcome you to our center, where we provide an excellent, safety and happy environment for your child.

In Acadekids we focus in early education, providing an excellent learning experience. We believe that a child’s early years of development are extremely important. Our goal is to help the children develop the skills they need for academic success.

We offer a bi-lingual age appropriate curriculum developed to fit every child’s learning rhythm with our daily structured educational activities for their successful start in school.

Our facility is fully licensed and our staff is professionally trained to provide your child with an excellent educational experience.

Our program includes infant care, toddlers, pre-k, VPK and after school classes; offering a full time or a part time quality program. We provide internet child watch and also provide a well-balanced nutritious program that include breakfast, lunch and snack.

Most children need loving support during the transition from home to school. Starting school is an exciting experience for a child but it can be a difficult transition. This is probably the first time that your child has been separated from the family. To make this transition as easy as possible, separation should be accomplished gradually. If possible, you and your child should visit the center before the child’s first day; this will help to alleviate some of the anxiety and fear of both you and your child that the separation might cause.

When you enroll your child, the director’s will gladly schedule an orientation. During this visit; you and your child will have the opportunity to tour the center, meet your child’s future teacher and in getting familiar with the new surroundings. The director will be able to answer all your questions and concerns regarding your child’s enrollment and adaptation process.

For the first week or so, you might want to send an item to school with your child that will add to his/her comfort and security; this could be a favorite blanket, stuffed animal or a family picture.

Be assured that your child’s teacher and the director are aware and sensitive to this transition period. Please feel free to call during the day to check on your child.

**FEES AND TUITION**

**REGISTRATION:** Annual fee of $150.00 (for materials used during the year)

Registration has to be pay on a yearly basis due on August 1st for the upcoming school year. If a child is enrolled between the months of August through January, registration fee will be $150.00 if a child is enrolled between the months of February through May registration fee will be $75.00. Re-enrollment fee will be $50.00

**MONTHLY TUITION**

**FULL DAY:** 6:30 am - 6:30 pm Monday - Friday

3 months - 12 months $770.00

 1 year - 5 years $660.00 (includes breakfast, lunch and snack and the security system access)

**PART TIME:** 9:00 am - 3:00 pm Monday - Friday

 8:30 am – 2:30 pm Monday - Friday

 1 year - 4 years $545.00 (includes breakfast / lunch or lunch / snack and the security system access)

**VPK:**

**Free VPK program:** 9:00 am – 12:00 pm Monday – Free with the VPK certificate

**VPK full day program:**

 9:00 am – 3:00 pm Monday – Friday

 $285.00 with VPK certificate (includes lunch and snack and the security system access)

 6:30 am - 6:30 pm Monday – Friday

 $445.00 with the VPK certificate (includes breakfast, lunch and snack and the security system access)

We accept CDS program. If you are participating in any child care subsidized programs, you are responsible for any and all fees incurred.

**Fees are subject to yearly increase if needed.**

**OUR BELIEFS**

* We believe that all children have the capacity to learn from the time of birth.
* We believe in the individuality of each child.
* We believe children must be educated within the context of their environment.  This means that families and community are an integral part of our programming.
* We believe that our program should be driven by what the children need to know, not by what we want to teach.

In Acadekids Preschool we implement a **full inclusion policy**. This means that in each classroom you will see children from different cultures and backgrounds, as well as a wide range of cognitive and developmental levels.  All children benefit from being fully included with a diverse group of peers as learning partners.

**OUR PHILOSOPHY**

Our center provides a safe, nurturing, comfortable, and stimulating environment that addresses each child’s developmental needs, so as to allow every child to achieve their greatest potential by helping the children, on their own level, to: acquire greater initiative, cooperate with new authority, meet new challenges, make new friends, experiment with the environment, gain knowledge of the community and the world around them, to express themselves more freely and fluently, and to enhance their self-esteem. We provide a developmentally appropriate curriculum for the child’s spiritual, cognitive, physical, social and emotional development.

**OUR CURRICULUM**

Acadekids Preschool uses the High Scope Curriculum. This emphasizes active participatory learning. Active learning means students have direct, hands-on experiences with people, objects, events, and ideas. Children's interests and choices are at the heart of the High Scope programs. They construct their own knowledge through interactions with the world and the people around them. Every child has their own rhythm and sense of time and we consider this when we plan our daily structured educational activities. Our teachers use The High Scope Curriculum to help the children develop the skills needed for academic success and to reach their full potential. We recognize that parents are their child's first teachers. Children cultivate an appreciation for learning when parents are involved. By doing so, parents have perspectives of their children and can provide teachers with valuable information; helping teachers to design activities to better meet children’s needs. We invite all parents to get involved and begin a habit of participation in their child's daily routine and completion of homework and projects.

**Non-Discrimination Policy:**

**\*** Its is the policy of Acadekids Preschool #2 that no person shall be discriminated on the basis of race, color, national origin, sex, age, handicap, political affiliation, sexual orientation or marital status be excluded from participation in, be denied the benefits of, or be subjected to discriminations under program or activity or in employment.

**Licenses:**

**\*** Acadekids Preschool is fully licensed by the Florida Department of Children and Families.

The Florida Department of Children and Families regulates the service we provide and we are required to meet their standards for all areas of child care. We have copies of the current licensing available for review at the front desk. For more information on licensing regulations, please visit **http://www.myflfamilies.com/service-programs/child-care.**

**Eligibility:**

**\***Children must be at least 3 months old.

 **\***All children must have their physical and immunization forms (Form 3040 and Form 680)

**\*** Parents must fill out an application for admission and enrollment for each child. They must provide complete addresses, home and phone numbers also emergency contact info. It is the parents/guardian’s responsibility to inform the center of any changes to the child’s file.

**\*** A copy of the picture I.D of each person, including parents, who are authorized to pick up your child, must be on file.

**\***Application and registration fee must be turned in before commencement (Registration is nonrefundable)

**\*** First week tuition must be paid the day of commencement

**\*** Acadekids Preschool #2 does not discriminate against children of families because of race, color, sex, religion, national origin, creed, marital status, sexual orientation, age, or handicaps.

**\*** Children are accepted on a first come/ first served basis; giving priority to siblings and families.

**Schedule:**

**\*** We are open 5 days a week; from 6:30 am to 6:30 pm all year except for the following holidays:

Labor Day, Columbus Day Observance, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day, New Year’s Eve and New Year’s Day, Martin Luther King Jr., President’s Day, Good Friday, Memorial Day, Fourth of July. Winter Break and Spring Break **(Free VPK only).**

**\*** Children will not be accepted after 11:00 pm without a doctor’s note. Parents are responsible of providing meals to the children if they are being dropped off after any meal times.

**Attendance:**

\* We encourage you to send your child daily except in the case of illness. If your child will not be in school, please notify the staff. Consistent attendance is important for your child to gain the most from our program, to meet their educational goals and develop attendance habits that will carry on throughout their school years. Please notify us as soon as possible if your child will be absent. Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed (3) absences per month. Any absences beyond those require a written note from the parent for any reason. Absences of 5 or more consecutives instructional days will be considered a withdrawal from the VPK program and will not be eligible for re-enrollment.

**Classroom Placement:**

**\***Children are placed in classrooms and transitioned between classrooms based on date of birth. For example, to enter the one-year old class, a child must be one on or before September 1st of the current school year.

**Children with special needs policy:**

**\*** Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). Acadekids Preschool#2 will try to accommodate children with special needs (physical behavior, cognitive, etc). All families will be treated with dignity and with respect for their individual needs and/or differences. Communication with parents is essential to provide quality care. If the child has already been evaluated by his/her school system, we will work them to implement individual education plan (IEP) that they have developed. Parents are required to submit the most recent IEP of the child and keep us updated with the child progress. If you we are not able to meet the child’s needs within our current staffing patterns, we will give parents the time and assistance needed to find another appropriate care provider. Acadekids Preschool#2 will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.

**Individualization:**

**\***Teachers plan to meet the needs of all children in the classroom at each child’s own developmental level. For example, a teacher may plan activities and routines because it is appropriate for the entire group of children. A teacher may, however, plan a different activity for a child who may have accomplished or still be working towards skills in one area.

**Communication:**

**\*** We encourage you to let us know what is on your mind! Good communication is the essential key to reaching and maintaining that goal. When you have an idea, thought or suggestion that you feel would benefit the Program, please share it with us. Acadekids Preschool#2 will communicate with parents through emails sent to the email address provided in the child’s enrollment form, please check the email on a daily basis and be sure your current e-mail address is on file with the office. Parents are encouraged to read all posted information; information will be posted in the lobby bulletin board and in our school website. We encourage open conversation between parents and teachers. Arrival and pick up time are good for relaying pertinent information about your child. If you need a conference with your child’s teacher you must schedule an appointment. Appointments are available Monday thru Friday between the hours of 12:00 pm to 2:00 pm. Parents will not be allowed to enter the classroom during class sessions to talk to the teachers. This is for the safety and well-being of your children.

**Open Door Policy:**

**\*** Acadekids Preschool#2 maintains an open door policy. Parents could stop by the center for a quick visit at anytime during our hours of operation without interrupt the children learning routine.

**Signing In/Out:**

**\*** Every child must be signed in and out of school every day. If you are part of the CDS or VPK program, failure to do so may cause the termination of the program and may result in extra charges to your account.

**Picking up/Dropping off procedures:**

**\*** Parents must walk into our location with their child and wait for any Acadekids Preschool#2 employee to pick up the child in the lobby. No Acadekids Preschool#2 employee is allowed to pick up or drop off any enrolled student in the parking lot. None of our students will be permitted to be picked up by any person that is not in the child’s pick-up list. In case of any emergency written authorization may be fax or email and ID is required to be shown at the school office.

**Acadekids Preschool#2 will not release a child to any adult including parent and/or guardian that appears to be intoxicated or otherwise impaired even though they’re authorized to pick them up.**

**Early Drop off/Late pick up:**

**\***If your child is dropped off or picked up after the schedule time a fine of $ 10.00 for the first 5 minutes and $1.00 per minute after that will be assessed, after receiving a first warning noticed.  Should you find yourself in an emergency, please call the school to let us know that you are delayed.  However, if an "emergency situation" happens more than two times a year, we will be compelled to follow this policy. No exceptions will be allowed

**Tuition:**

**\*** Tuition must be paid every Friday for the following week. It will be a late fee of $15.00 dollars if it’s paid after Monday afternoon. Tuition is always paid regardless if child is in school or not (sick, vacation or natural disaster). The child’s spot will be assigned to another child in the waiting list if a week goes by and there is no call for the parents or previous arrangement made. Returned checks will incur in a fee of $35.00

**Vacation:**

**\*** Acadekids Preschool#2 allows one week of vacation per year without a charge. Vacation time is not retroactive which means any vacation not used during the year is considered lost. Vacations must be requested in writing at least 2 weeks in advance. Child must be enrolled in school for more than six consecutive months in order to be eligible for vacation. Vacation time cannot be combined with illness credit.

**Daily Reports:**

**\*** Every day your child’s teacher will be sending home a daily report to inform you about the child’s eating, bathroom and sleeping daily routine. Report may also include any items needed in class. Reports are only made for children enrolled in the infants through 2-3 years old.

**Observation:**

**\*** Upon arrival, each child shall be observed by a staff member for any symptoms of illness. Any evidence of unusual bruises, cuts, or burns shall be noted and reported immediately; an observation report must be made and signed by the parent at the end of the day.

**Child Abuse and Neglect report:**

**\*** All Acadekids Preschool#2 staff is mandated reporters of child abuse and neglect. They are required by law to report any suspected abuse and neglect.

**Discipline:**

**\*** We believe in teaching our students to use words instead of hands by allowing students to solve their problems. When a situation occurs; our staff will calmly approach the situation allowing students to discuss what happened by expressing their emotions and coming up with a solution with the help of the students. During certain inappropriate behaviors children are giving “thinking-time” requiring them to sit separately for a short period of time according to their age. Parents will be notified with a special report that must be signed. At Acadekids Preschool#2, prohibit corporal punishment of any kind, cruel, severe punishment, humiliation or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents, every attempt will be made to remedy the situation. However, un-enrollment of a child will be at the sole discretion of Acadekids Preschool#2 administration.

**Clothing:**

**\*** All children must wear the complete school uniform. Which consist of a red polo (with school logo), navy blue pants or shorts, plaid or navy-blue skirts (girls); white, red or navy-blue socks and black Velcro shoes. During the winter season you must wear the school sweater (can be purchased at school by special order)

**Emergencies (Act of Nature):**

**\*** We follow Dade County’s rules and regulations when it concerns to acts of nature. Parents are always advised to call the school for information after the emergency ends. In case of an emergency the Director will follow the center policies and act accordingly. All staff member are trained in the procedures to be followed depending on the emergency procedure. Each room has an evacuation site to follow. All staff members are to remain with their specific class group and must take their attendance with them.

**Physical facility problems:**

**\*** Any problems such as power failure, which affect climate control, water supply, or structural damages, will be immediately reported to parents. If the problem cannot be resolved and the program cannot be operated safely, parents will be notified to pick up their children.

**Security:**

**\*** We provide parents with a direct access to the center via internet. User I.D and password will be given at time of commencement. Password will be change frequently due to security purposes. It will be the parent’s responsibility to contact the school for new password.

**Intervention Services on Site:**

**\*** Early intervention services are intended to provide families who have children with developmental disabilities or delays with support and resources to maximize the child’s abilities, while respecting family decisions and cultures. The earlier a child receives services the more time there is to influence positive learning outcomes; in Acadekids Preschool #2 early intervention services on site are welcome. We will provide the services provider with the necessary accommodations and space to develop their services.

**Use of TV and Video:**

**\***Acadekids Preschool#2 will only allow the use of TV and Video for educational purpose. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities. This is not a regular occurrence.

**Outdoor Play:**

**\***Child care licensing regulations require that children at the center go outside everyday unless it is raining, even on cold days children go out for a short time. Children who are not well enough to go outside should not be brought to the center, because staffing ratios will not allow for a teacher to stay inside with one child. Children need to have proper clothing for outside activity during cold weather.

**Toilet Learning:**

**\***When children show readiness for toilet training, teachers and parents work with them, using the same methods at school as at home. Parents provide a supply of training pants and changes of clothes marked with the child’s name. Please meet with your child’s classroom teacher to discuss the child’s readiness for toilet learning.

**Meals:**

**\*** Children are served breakfast, lunch and snack. Part timers are served breakfast and lunch or lunch and snack. Meals are catered by an approved USDA and Florida Health Department company.

If your child has any allergies or food intolerance you must provide us with a doctor’s allergy statement and also provide us with the necessary substitution for that day. Our monthly menu will be posted in the lobby and in our website. Food may not be brought into school except for the following situations: \*if your child has any allergies or food intolerance you must provide us with a doctor’s note or allergy statement. \*Store or bakery purchased treats for birthday parties and or special occasions.

**Infant feeding policy:**

\*Infants in child care programs have special feeding needs, and developing a feeding plan should be an important part of enrolling an infant in child care. Parents and child care providers must work together closely to ensure that infants are being fed in ways that promote healthy growth. Parents must develop and provide us with a feeding routine based on the age of the child and following their child's pediatrician advice.

Parents may choose to breastfeed their infants or to use a commercial infant formula. Either type of feeding contains the calories and nutrients infants need for the first 4 to 6 months. Infant formula should be iron fortified. Parents can decide whether to provide us with a commercial infant formula of your choice or use our selected formula as a part of the child care food program.

Acadekids Preschool supports breastfeeding mothers and infants**.**  Some mothers may wish to continue breastfeeding while their children are in child care. They may choose to adjust their work schedules so they can come and nurse the baby at your facility or they can express their milk using a pump and bring the milk in to be fed to the baby in a bottle for us to use while they are away.

**Medication:**

**\*** Medication will be administered as long as the prescribed medication is labeled and dated. Over the counter medications will also be administered as long the medication it’s labeled, age appropriate and must come from home. A medicine authorization form must be filled out. All medication must be notified and give to the teacher or the person in the front. Please never leave a medicine in the book bags. Nebulizers will be permitted with a doctor’s note. Nebulizers will be administered only once a day, please make arrangements at home. **If a child is to be given medication on an as needed basis, a statement must be on file and renewed quarterly**

**Illness:**

**\*** After an illness a doctor’s note stating that child can return to school will be necessary after 3 days of being absence. Children will not be permitted at school with any of the following symptoms:

* Fever 102.0 or higher
* Vomiting on the third occasions per day
* Diarrhea on the third occasions per day
* Undiagnosed and contagious rash
* Eye discharge, pink eye or any undiagnosed eye condition

**When you are called to pick up an ill child, the child must be picked up within the hour.**

**We do not have facilities to care for sick children long term. Failure to follow this time limit will result in disenrollment from the program.**

In case of any minor injury or accident, our staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents or any authorized person when the child is picked up unless parents requested to be notified of any incident. Request must be done in writing to our office.

In case of a medical emergency or any major accident, our staff will call 911. Parents will be notified immediately, if parents are unavailable those added as emergency contact will be notified.

Any Acadekids Preschool staff cannot transport children to a hospital or doctor’s office. Injured children shall be transported for medical care by parents or an ambulance.

**Illness credit:**

**\*** Acadekids Preschool allows one week of illness credit per year with a proper doctor’s note stating the time off needed. If the child needs to be out of school for more than one week due to any illness please contact our administration to make any arrangements. Illness time is not retroactive which means any time not used during the year is considered lost. Illness credit cannot be combined with vacation time.

**Withdrawal:**

**\*** One-week notice must be given from withdrawing a child of Acadekids Preschool. When a child is withdrawn with less than 7 days notice, an additional charge of one week will be added to your account. When a child withdrawn our program; must be inactive for 4 consecutive weeks in order to be eligible to re-enroll. Registration and any outstanding balances must be paid before commencement and any vacation or illness credit will be automatically lost.

**Discharge Policy:**

**\***Acadekids Preschool #1 reserves the right to un-enroll a child for the following reasons:

* Non-payment or excessive late payment fees
* Not following the center’s rule as stated in the parent handbook
* Child with special needs which we cannot accommodate
* Physical and/or verbal abuse of staff or children by parent or child

**Parent’s Assistance:**

**\*** Children are not allowed to bring toys, gum, and candy. We also ask that your child not bring expensive jewelry since we are not responsible for the loss. Lost items, including clothing, may be claimed with the administration. In order to minimize the number of lost items, please label ALL BELONGINGS on the inside with your child’s first and last names. Unclaimed items will be donated to the goodwill at the conclusion of the school year.

**Parent Participation/Volunteers:**

**\*** Parents are invited and encouraged to be involved in their child’s school activities. There are many ways that parents can participate and or volunteer at the child care center. Parents may volunteer to attend field trips and/or special events. Parents not interested in volunteering directly in the classroom may do so by donating items needed.

**Birthday Parties:**

**\*** Birthdays are special events in the life of each child. We certainly want to share in the celebration if that is the wish of the family. However, we believe that the celebration in this setting should be as simple as possible**.** If you want to celebrate your child’s birthday party, we ask for the celebration to be during snack time (2:30pm – 3:30pm). You may bring in any cake, snacks, drinks or party goods; please make sure that no sodas, hard candy or anything that may contain peanuts are brought to the celebration. No party rental entertainment allowed. However, you must speak to the administration before making arrangements. Please make sure that you clean after.

**Items Needed for School:**

**\*** Complete set of clothes in case of emergencies

**\*** Fitted sheet and a Blanket please cot size; there is no big room for storage.

**\*** If wearing diapers, please bring 5 per day, any ointments for rash and wipes.

**\*** All items must be labeled with your child’s name.

**Parents Resources Referral:**

**The Office of Early Learning Coalition:**

Early Learning Coalition of Miami-Dade/Monroe

2555 Ponce de Leon Blvd., Suite 500

Coral Gables, FL 33134

305.646.7220

786.433.3227 (fax)

**Department of Children and Families:**

http://www.myflfamilies.com/service-programs/child-care

**Florida Department of Education:**

http://www.fldoe.org/families/

**Florida Children’s Forum:**

<http://www.fcforum.org/>

888-FL-CHILD

Telephone (850) 681-7002

**Child Care Aware:**

Child Care Aware operates a national toll-free information line (1-800-424-2246) and website that connects families to child care information and referrals through local Child Care Resource and Referral (CCR&R) agencies. Child Care Aware also provides families with a growing collection of free child care related publications and materials.

**NACCRRA:**

<http://www.naccrra.org/>

**Florida KidCare:**

<http://www.floridakidcare.org/>

1-888-540-5437 | TTY: 1-877-316-8748

**Florida Abuse Program:**

 1-800-96-ABUSE The Department of Children & Families provides a full spectrum of services, from parenting classes and respite care to transportation and child care.

**Statement of knowledge and agreement to all policies, regulations and requirements of Acadekids Preschool #2**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **(Parent or legal guardian’s name)**

Parent of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Print Child’s name)**

Have read and fully understood and accepted the rules and regulations of **Acadekids Preschool and learning center corp. #2**

Acadekids Preschool

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

**Acadekids Preschool and learning center corp.#2 Parent and or legal guardian’s signature**

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

**Witness Date**

**\*\* Please sign and return this page with your child enrollment form.**

**STUDENT ENROLLMENT FORM**

School year \_\_\_\_\_\_

**Student Information:** Date of birth:\_\_\_\_\_\_\_

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex:\_\_\_\_\_\_\_

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

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Family Information:**

Mother’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Medical Information:**

I hereby grant permission for the staff of this facility to contact the following medical personnel, ambulance, and transport my child to the nearest emergency room in order to obtain emergency medical care if warranted. Parent or guardian will be advised.

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

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

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

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***Contacts:**

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and authorized to remove child from the facility in case of illness or emergency.

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

Name Phone # Relationship

Name Phone # Relationship

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

Name Phone# Relationship

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

Name Phone# Relationship

**Helpful information about your child regarding habits, allergies, sickness or any other concerns:**

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

**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”**

**Section 65C-22.006(4)(c)., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.**

**By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate.**

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

**Signature of parent or guardian Date**

**PERMISSION TO PHOTOGRAPH / VIDEO**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission to:**

 **Parents or guardians name**

**ACADEKIDS PRESCHOOL AND LEARNING CENTER #2, CORP.**

**To photograph my child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Child’s name**

**For the following purposes:**

**PHOTOGRAPH:**

**Display in providers scrapbook**

**Give photograph to current school clients**

**Display in facility’s board**

**Display in facility’s website**

**Use photos in school materials**

**Display in facebook/Instagram page**

**VIDEO:**

**Provide video to current school parents**

**Display video in facility’s website**

**Use videos in promotional school materials only**

**All pictures and videos taken of all Acadekids students and staff will be used for the above-mentioned purpose ONLY.**

**I understand that it is my responsibility to update this form in the event that I no longer wish to authorize my child to participate. I agree that this form will remain in effect during the terms of my child’s enrollment.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorize: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent’s Name Signature**

 **Not authorize: \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature**