

# Registration Packet 2022-2023

For CCLC use only
Enrollment Date:
Classroom:
Updated 04/2021

Child's Name:				Date: _	
LAST	FIRST		MIDDLE		
Date of Birth:	Age:	_ Sex:	Prefe	rred Starting	Date:
Address:					
STREET		CITY	STAT	E	ZIP
<b>Program:</b> ☐ Full time	☐ PT 5 days 7-3		☐ PT 3 Full Days	;	☐ VPK Only
Parent/Guardian Information	:				
Name (Parent 1):			Name (Parent 2)		
Relationship:		-			
Cell #: ()		-	Cell #: ()	·	
Work #: ()		_	Work #: (	_)	
Occupation:		_	Occupation:		
E-mail:		-	E-mail:		
Child lives with: ☐ Both pare	nts   Mother	· [	Father Guard	 dian	
Door code (5 digits):				Nar	
Medical History:					
Allergies:				Date: _	
Reactions:				Date: _	
llness				Date: _	
njury:	·			Date:	
I agree to give Creati the event he/she is r  I give permission for	unning a fever, in an	emerge	ncy situation and t	the parent is i	
Child's Physician:			Phone #	‡: ()	
nsurance company:			Pol	licy Number:	

Has your chil	d previously a	ttended a school	ol or been in child	lcare?	<del></del>
Last date of a	attendance		Name of facility/	school	
Special instru	uctions regard	ing eating habits	s, toileting or pos	sible areas of co	oncern:
Persons pern	mitted to rem	ove child from F	Preschool facility	:	
			Legal Cu	stody	
Mother:	☐ Yes	□No	☐ Yes	□No	
Father:	☐ Yes	□No	☐ Yes	□No	
Guardian:	☐ Yes	□No	☐ Yes	□No	
notification.	If the parents,	guardians cann		ne following pers	ild from the center without prior sons may be contacted in case of rent.
Name:			Phone #:	()	Relationship:
Name:			Phone #:	()	Relationship:
Name:			Phone #:	()	Relationship:
Name:			Phone #:	()	Relationship:
Signature of	Parent or Lega	al Guardian:			Date:
Signature of	CCLC Director	or Administrato	or:		Date:



## **Health & Safety**

Every child registered at Creative Child Learning Center is required to have a copy of his/her State of Florida DCF Student Health Examination Form, or religious exemption, and Immunization Record, due the first day of enrollment, on file. It is the parents' responsibility to keep it updated.

Please keep your child home if:

- Running a fever 100 °F or above.
- Has diarrhea/vomiting.
- Generally, not feeling like him/herself
- Has any discharge from the nose, eyes or ears.
- Has symptoms of possible communicable disease
- Lice or nits

Parents are required to inform the school of all illnesses or injuries the child may have sustained prior to arriving at the center. If your child has a communicable disease, please notify us at once.

While at school, if the child becomes ill with one of the following:

- Fever 100 °F or above
- 2 Diarrheas within the day
- Rash
- Vomiting
- Suspected pink eye

- Lice or nits
- Discharge from the nose, eyes, or ears
- Any other sign or symptom of illness he/she will be isolated and the parents contacted to make arrangements to pick up the child immediately (within 1 hour).

Children MUST be symptom free for 36 hours before returning to school, a clearance note is required to resume attendance. A Doctor's Note WILL NOT override the 36-hour policy. Tuition credit will not be applied for illness, exclusion or closures.

Medications may be administered at the school for the length of time indicated by the physician. Bottles must be labeled with the child's name and dosage and are to be kept in a locked cabinet in the office. Medications are not to be sent in the child's lunch box or backpack. The medication permission form (#5) must be fully completed and signed in the office prior to the medication being dispensed. There will be NO exceptions. Our medication policy is as follows:

- Medications will be given one time during the day between 10 am and 2 pm.
- Prescription medicines must be in original containers with child's name and dosage on the label.
- Non-prescription medicines must be accompanied by a doctor's note along with the correct dosage.

#### **Safety Procedures**

- 1. If an accident/incident occurs at the school, a #4 incident report is filled out by the staff member who witnessed the accident/incident providing details. The #4 incident report is then signed by the staff member, a director, and the parent and kept on file at the school. A copy will also be given to the parent upon request.
- 2. We follow the Broward County School District for closures due to inclement weather or other emergencies. Our emergency management plans are on file and in each classroom.
- 3. Our staff has been trained on an emergency and critical incident response plan customized for our school.
- 4. Creative Child follows the Broward Health Department recommendations and the CDC guidelines for COVID related symptoms and positive COVID cases to determine isolation and exclusion from our school.

Signature of Parent or Legal Guardian: _	Date:
_	



# Guidance/Expulsion Policy Agreement

State of Florida & Broward County / Governing Policies

At Creative Child Learning Center, we agree effective guidance should be an essential element of education at home as well as school. Self-discipline and character develop as a result of loving guidance and mutual respect. At times it becomes necessary to redirect a child in order to discourage behavior which is deemed destructive or unacceptable. We adhere to the regulations outlined by the State of Florida Department of Children and Family.

Positive redirection and PBIS (Positive Behavior Intervention System) are the main forms of discipline used at Creative Child Learning Center. When developing children's behaviors our staff make every effort to teach by encouraging and helping children to understand their choices. The PBIS helps build the classroom into a community, while teaching the children to regulate their own emotions. If a behavior cannot be redirected, then the child will be asked to regain self-control in the Safe Space. The staff will discuss the actions taken with the child and help them find a solution to the behavior then invite them to return to the activity. Time away is used only when necessary, limited to 1 minute per age of the child and only used if the child is endangering themselves and/or others. Please communicate with our staff any changes in your child's environment that might affect their behavior. We want to work together with our families to ensure that any transition is smooth for the child, family and staff.

All Creative Child Learning Center personnel is prohibited from administering any form of discipline that is severe, humiliating, frightening or associated with food, rest or toileting. Spanking or any form of physical punishment is strictly prohibited. In situations where the behavior may be concerning Creative Child Learning Center follows a 3-step Positive Behavior Intervention System (PBIS). This 3-step process allows Creative Child Learning Center staff to see when and how the child works best and where the child has opportunities to improve. In the event that a behavior becomes a problem that cannot be corrected or if the behavior causes the children's/teacher's safety to be at risk then we reserve the right to ask parents to make alternate arrangements and dis-enroll the child from Creative Child Learning Center.

- Incidents will be documented on an incident report form and signed by the parent
- Parent Teacher conference scheduled in order to unite insights and provide the best possible resolution
- Child will need to be picked up from school immediately.
- Child will be suspended from school the following day.
- Child will be suspended from school for 1 week (Parent is still responsible for tuition payment).
- In extreme cases, the family may be asked to seek alternate arrangements (No refunds will be provided).

Creative Child Learning Center reserves the right to change or alter their policies for any reason, and if such a change is considered material in nature we will amend our policies in writing.

Signature of Parent or Legal Guardian:	Date:	
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#### **Alternative Nutrition Plan**

# Agreement State of Florida & Broward County / Governing Policies

Florida State Legislature - Chapter 74-1 13 Broward County Ordinance 78-36

sign, and return as soon as possible to Creative Child Learning Center

A. Meat/Fish/Poultry

If lunch and snacks are furnished by the child's parents, there shall be a written agreement signed by the parents and kept on file at the facility. The agreement shall define the responsibility of the parent and the operator for meeting the child's nutritional needs. Lunches shall include the protein, grain, fruit, and dairy groups.

#### Agreement

Dear Parent:

In accordance with the Broward County Child Care Ordinance/Family Child Care Ordinance, parents and the child care facility/home are urged to work cooperatively to assure that children are provided with nutritious snacks and meals where lunches are not provided by the facility/home. Please read the following carefully,

The facility agrees to provide a nutritious:

Breakfast
Mid-Morning Snack
Lunch
Mid-Afternoon Snack
Evening Snack
No meals or snacks

Parent agrees to provide a nutritious:

Breakfast
Mid-Morning Snack
Mid-Morning Snack
Mid-Afternoon Snack
Evening Snack
No meals or snacks

## Meals provided by Parents/Guardians shall consist of the following:

2 ounces

Or cheese 2 ounces Or eggs 1 egg Or peanut butter 4 tablespoons Or dried beans ½ cup B. Fruits (2 or more) or Vegetables ½ to ¾ cup C. Bread 1 slice D.Butter 1 teaspoon E. Milk 1 cup - 8 oz.

Signature of Parent or Legal Guardian: \_\_\_\_\_\_ Date: \_\_\_\_\_



# Permission for Food-related Activities and Special Occasion Food Consumption

Pursuant to 65C-22.005 (1) ©2., E.A.C., licensed child care faciliti	•
regarding a child's participation in food related activities. These acgardening, school wide celebrations, and birthdays.	ctivities include such things as: classroom cooking, projects,
Igiveor decline	permission for my child
to participate in food related activities and special occasions wher	rein food is consumed.
My childdoesdoes not have food allergies participate in food-related activities.	or dietary restriction. He/Shemaymay not
Dietary Restrictions/Food Allergies	
I understand that it is my responsibility to update this form in the this form will remain in effect during the term of my child's enrolli	
this form will remain in effect during the term of my emild a emoli	ment.
Signature of Parent or Legal Guardian:	Date:



## **Physical Activity Participation Statement**

7-5.02(g)(5)(e) There shall be a written policy on physical activity participation signed by each child's parent and maintained on file at the facility, which describes the types and duration of physical activities (indoor and outdoor) provided, and recommended footwear and appropriate clothing.

At Creative Child Learning Center, children are exposed to many different types of physical activities. We feel it is important for our children to stay healthy and be active. Therefore, we offer playground twice a day, music and movement, various physical activities in the classroom, splash days (during summer) and rainy day activities. Children are required to wear closed toed shoes while at school.

☐Please Allow my child to participate in all activities ☐My child MAY NOT participate in	
I understand that it is my responsibility to update the for agree that this form will remain in effect during the term	
Signature of Parent or Legal Guardian:	Date:

# Parent Handbook Know Your Child Brochure, Influenza Virus Brochure, Distracted Adult Brochure, and Guidance/Expulsion Policy

The Parent Handb	book can be found under Documents	s on the CCLC website at <a href="https://www.creativechildlearningcenter.com/">https://www.creativechildlearningcenter.com/</a> .
		received a copy of the <b>Parent Handbook</b> ,
"Know Your Child	<b>'s Day Care Center</b> " (Chapter 402.31	25, F.S), the "Influenza Virus - The Flu - A Guide for Parents", "Distracted
Adult" (CF/PI 175	-12), and Creative Child Learning Ce	nter's Guidance/Expulsion policy
Signature of Pare	nt or Legal Guardian:	Date:



# **Authorization for Emergency Treatment**

Broward County Commissioners, Broward County Florida Human Services Department Community Partnership Division Child Care Licensing and Enforcement Section





# Swim Central Water Safety Authorization BROWARD



Creativ	e Child Learning Center			
Child's	Name:		Date:	
Parent/	/Guardian Name:			
Addres	STREET CITY		STATE	ZIP CODE
1. 2. 3. 4. 5.	Has your child ever taken swim lessons? Can your child roll over and float on his/her back? Can your child swim to the side of the pool? Have you ever taken a Community Water Safety Cours Is anyone in your house certified in CPR?	☐ Yes☐ Yes☐ Yese?☐ Yes☐ Yes☐ Yes	☐ No ☐ No ☐ No ☐ No ☐ No	
Additio	nal comments:			

Swim Central 950 NW 38<sup>th</sup> Street Oakland Park, FL 33309 Fax: (954)357-8102



# **Tuition Agreement**

Please read our tuition agreement and initial in the spaces provided below. This agreement is designed to fully inform you of our standard operating procedures for registration, tuition payments, and late charges.

The school year is fro	om August - May (II	IITIAL)
Summer is June – Jul	ly (INITIAL)	
<ul> <li>A non-refur registration discount in the oldest stime and wi</li> <li>Summer onl</li> <li>Prior to you month's bill tuition and interester, registration</li> <li>Tuition will</li> </ul>	ndable \$125.00 registration fer fee includes application process the monthly tuition will be application. A \$20.00 discount in the libe discounted from the oldest ly registration fee is \$125.00 rehild's last day of attendance, ing date (the 1 st of the month.) must be brought to a zero balan the annual registration fee (\$ period. There will be an annual be billed prior to the beginning t, or ACH. Tuition express paym	
<ul> <li>ACH or a value be charged of the charged of the charged of the charged of the charge of</li></ul>	lid credit card must be provided on the 6 <sup>th</sup> of the month	clusion, closures or scheduled school holidays. You must inform the school nore than two weeks without notice, they will be unenrolled and will need tion fee will apply, assuming the school's licensing capacity has not been ue to the fact that your child's place is being reserved and all associated see will be charged to your account. We will require Money Order or Point t for three months after any returned check (INITIAL)  M. If you are late to pick up your child, a staff member will be required to \$2.00 per minute past 6:00 PM will be paid to the person required to stay smissal times for our part-time programs. Frequent late pickup will result istrative action. If the school is not contacted by 7:00 PM, we are required asing and Enforcement (INITIAL)  The right to terminate enrollment as per the Guidance/Expulsion policy or right to terminate enrollment for parental disregard of school policies or
My signature and init Child tuition agreeme	-	erstand, and agree to comply with the policies outlined in the Creative
Signature of Parent	or Legal Guardian:	Date:



#### **Creative Child Learning Center**

#### Monthly Tuition Schedule

#### 2022-2023

- A non-refundable registration fee of \$125 per child
- Tuition is due the 1st of each month, \$50 late charges are applied to payments received five (5) days after the due date.
- Students picked up after the scheduled hours will be subject to a late pick-up fee of \$2 for every minute.
- Sibling discounts apply to the lowest tuition amount.
- 30-day written notice is required for any requested changes in schedule; requests are not guaranteed.
- One discount per family.

Wobblers – (1 year to 2 years)

- 2% Credit card processing fee will be charged.
- \$30 declined payment fees are applied to payments/checks that are declined by the bank. If the balance is not cleared by the fifth day, it will also be subject to a \$50 late charge as noted above.
- 30 day written notice is required for any requested changes in schedule; requests are not guaranteed

\*We reserve the right to increase tuition prices to meet economic demands when necessary\*

, ,					
5 Full Days (7AM-6PM)	□\$1200 per month				
3 Full Days (7AM – 6PM)	□\$875 per month	5 Days (7AM-3PM)	□\$985 per month		
Toddlers – (2 years to	3 years)				
5 Full Days (7AM-6PM)	□\$1075 per month				
3 Full Days (7AM – 6PM)	□\$865 per month	5 Days (7AM-3PM)	□\$955 per month		
Preschool (3 years to	4 years) & Pre-Ki	ndergarten (4 year	rs to 5 years) without VP	K voucher	
5 Full Days (7AM-6PM)	□\$1050 per month				
3 Full Days (7AM – 6PM)	□\$835 per month	5 Days (7AM-3PM)	□\$925 per month		
Voluntary Pre-K (4 ye	ars to 5 years) wi	th VPK voucher; m	ust be 4 by 9/1/22		
5 Full Days (7AM-6PM)	□\$735 per month				
5 Days (7AM-3PM)	□\$595 per month	5 Half Days (7AM–1P	M) □\$515 per month		
Afterschool (Kinderga	rten to 5th grade	e)			
5 Days □\$ 270 p	er month				
4 Days □\$ 230 p	er month 3 Days	□\$190 per month	n	Early Release \$25	
Camp Day \$45					
Discounts:					
My total monthly chai	ge will be:				
Signature of Parent or	Legal Guardian			Date:	



# Acknowledgments

	nowledge that I have read and understand the following from the Parent Handbook	· · · /
(Please	ise go to <u>www.creativechildlearningcenter.com</u> to see the handbook online or request it at the	office)
1.	L. Drop Off / Pick Up Policy (page 6 of the Parent Handbook) (INITIAL)	
2.	<ol> <li>Assessments (page 6 of the Parent Handbook) CCLC conducts formal and informal assessing year (INITIAL)</li> </ol>	nents throughout the
3.	3. Television Practices (page 7 of the Parent Handbook) (INITIAL)	
4.	1. School Wide Safety Rules (page 7 & 8 of the Parent Handbook) (INITIAL)	
5.	5. Photography / Video Release (page 9 of the Parent Handbook)	
	My child may be photographed/videoed in the normal course of classroom activities/even	ts.
	I do/do not want my child's photograph/video image used in company p website, and social media (INITIAL)	romotional materials
6.	6. Birthday Party Guidelines (page 9 of the Parent Handbook) (INITIAL)	
7.	7. Acknowledgement of Look & See Webcam (page 9 of the Parent Handbook) (INIT	IAL)
8.	3. Alternative Nutrition Plan (page 12 of the Parent Handbook) (INITIAL)	
	I do/do not want my child to receive milk from the school (INITIA	L)
9.	9. Release of Child from Preschool Facility (page 13 of the Parent Handbook) (INITIAL	
10.	LO. I will answer all Health Screening Questions prior to check-in honestly(INITIAL)	
11.	11. I give Creative Child Learning Center Administration permission to access my child's persor	al file(INITIAL)
•	certify that I have read and agree to comply with all of the above from the Creative Child Learn k as well as all school regulations as specified in Creative Child Learning Center's Registration P	_
Signatu	nture of Parent or Legal Guardian: Date:	



# **Wobbler Permission Form**

Here at Creative Child Learning Center® we strive to provide your Wobbler with the best possible care and fun activities in and out of the classroom.

One of these activities is the "Buggy Ride".
Our plaza has a covered walkway and weather permitting, we like to take our Wobblers for a ride once in the morning and then again in the afternoon. Please fill out and return this permission form so that your child may participate in this activity. Thank you!
YES, my child will participate.
NO, my child may not participate.
Child's Name (Please Print)
Name of Parent(s) or Guardian(s) (Please Print)



Signature of Parent(s) or Guardian(s)

Date



# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express —a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

#### ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize *Creative Child Learning Center* to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION O	DNLY	Child's Name:			
SECTION A (Credit Card) 3% Processing	g Fee will apply	Classroom:			
Cardholder Name		P	hone #		
Cardholder Address Zip		City State			
Account Number		E	Expiration Date CVV		CVV
Cardholder Signature					Date
SECTION B (Bank Account) No Fee					
Your Name		Phone #	Phone #		
Address		City	State	Zip code	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip code	
Routing Transit Number (Sample below)	Account Number (Sam	ple below)	Checking	Savings	
Authorized Signature			Date		

For Official Use Only

**Date Received** 

**Employee Signature** 



#### A service of



## **Parent Checklist**

(Keep this page)





# CCLC-CS Monthly Tuition Schedule **2022-2023**

- A non-refundable registration fee of \$125 per child
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- Students picked up after the scheduled hours will be subject to a late pick-up fee of \$2 for every minute.
- Sibling discounts apply to the lowest tuition amount.
- 30-day written notice is required for any requested changes in schedule; requests are not guaranteed.
- There are no discounts provided for annual, bi-annual, or quarterly payments.
- · One discount per family.
- 2% Credit card processing fee will be charged.
- \$30 declined payment fees are applied to payments/checks that are declined by the bank. If the balance is not cleared by the fifth day, it will also be subject to a \$50 late charge as noted above.
- 30 day written notice is required for any requested changes in schedule; requests are not guaranteed \*We reserve the right to increase tuition prices to meet economic demands when necessary\*

Wobblers – (1 year to 2 y	rears)		
<b>5</b> Full Days (7AM-6PM) <b>5</b> Days (7AM-3PM)	□\$1200 per month □\$985 per month	3 Full Days (7AM – 6PM)	□\$875 per month
Toddlers – (2 years to 3 y 5 Full Days (7AM-6PM) 5 Days (7AM-3PM)	•	<b>3</b> Full Days (7AM – 6PM)	□\$865 per month
Preschool (3 years to 4 y 5 Full Days (7AM-6PM) 5 Days (7AM-3PM)	rears) & Pre-Kindergar □\$1050 per month □\$925 per month	ten <i>(4 years to 5 years)</i> with <b>3</b> Full Days (7AM – 6PM)	out VPK voucher □\$835 per month
Voluntary Pre-K (4 years 5 Full Days (7AM-6PM) 5 Days (7AM-3PM)	to 5 years) with VPK vo □\$735 per month □\$595 per month	oucher; must be 4 by 9/1/22	
5 Half Days (7AM–1PM)	□\$515 per month		
Afterschool (Kindergard 5 Days 4 Days 3 Days Early Release \$25	ten to 5 <sup>th</sup> grade)  □\$ 270 per month □\$ 230 per month □\$190 per month Camp Day \$45		

<sup>\*\*</sup>We reserve the right to increase tuition prices to meet economic demands if necessary\*\*