STUDENT FILE CHECKLIST

Student Name			
	Enrollment Form		Statement of Good Health Form #3040 gold
-	Tuition, Fees, Hours of Operation Form (signed)		Flu Brochure (signed)
	_ Emergency Medical Release	(Food Activity Permission Form (signed)
	Discipline Policy (signed)		Physical Activity Permission Form
<u> </u>	Expulsion Policy (signed)	: 	Campus Mealtime Policy
s 	_ SWIM Central Form	\	VPK Certificate (if student is in VPK)
	Distracted Adult Flyer (signed)		
	"Know Your Childcare Facility" (signed)		Food Program Meal Application
	_ Copy of ID for all authorized pick-ups		SR Certificate (if applicable)
=	Immunization Record Form #680 blue form OR	:	Parent Handbook (signed)
	Religous Exemption from Immunization	:	Copy of Birth Certificate

Use this list to check that your student's enrollment packet is complete. Please ensure all documents listed above are submitted to Emerald Hills School.

Emerald Hills School

P	assword	



State of Florida Department of Children and Families

CHILD CARE APPLICATION FOR ENROLLMENT

Student Information:	Date of Birth:		Sex:	Date of Er	roliment:
Full Name:					
Last Child's Physical Addres		First	Middle		Nickname
4,					
Primary Hours of Care	From		То		_
Days of the Week in C					
Family Information:	Child I	Lives With:			
Mother's Name:					
Address:					
Home Phone:					
nail Address:		En	nail Address:		
Address:					
Work Phone:	/Cell:		Work Phone):	/Cell:
Custody: Mother	Father	·	Both		Other
obtain emergency med Doctor: Doctor:		_Address:			
Dentist:					
Hospital Preference:					
Please list allergies, sp	ecial medical or o	dietary need	s, or other area	as of concer	
Emergency Care Plan	instructions (if ap	plicable):			
Emergency Contacts: Child will be released of The following people w case of illness, accident cannot be reached:	nly to the custodi ill also be contact	led and are	authorized to	emove the	child from the facility is
Name	Address		Work	#	Home#
Name	Address		Work	#	Home#
Name	Address		Work	#	Home#

N	ame Address	Work#	Home#
He	elpful Information About Child:		
•	Sections 7.1 and 7.2, of the Child Care Facility (Form 3040) and immunization record (Form		
•	Section 7.3, of the Child Care Facility Handbo	ook, requires that parents rec re Facility" (CF/PI 175-24), or	eive a copy of the Child
•	Section 8.3, of the Family Day Care Home/ Lathat parent(s) receive a copy of the family day Home Provider" (CF/PI 175-28).	arge Family Child Care Home / care home brochure, "Selec	Handbook, requires ting A Family Day Care
•	Section 2.8, of the Child Care Facility Handbodisciplinary and expulsion policies used by the		notified in writing of the
•	Section 2.3, of the Family Day Care Home/ Lathat parents are notified in writing of the disciplance provider.		
hi	ur signature below indicates that you have rec s enrollment form is complete and accurate. I l ve access to my child's records.	eived the above items and the hereby grant permission for the	at the information on ne staff of this facility to
Siç	gnature of Parent/Guardian	Dat	e

DISCIPLINE POLICY

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Emerald Hills School uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm guiet manner.
- · Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- · Praise and encourage the children.
- Reason with and set limits for the children.
- · Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activities.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts

WE DO NOT

- Inflict Corporal Punishment in any manner upon a child. (Corporal Punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens or intimidates a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident happens.
- · Embarrass any child in front of others.
- · Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision.
- · Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittles a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Emerald Hills School will inform the child's family and recommend local social services for assessment and assistance.

Signature		Date
Please circle as appropriate:	STAFF	PARENT
If parent, name of child		

Permission for Food-related Activities & Special Occasion food consumption

Pursuant to 65C-22.005(1.)(c)2,. Licensed child care facilities must obtain written permission from parents / guardians regarding a child's participation in food related activities. These activities include such things as classroom cooking projects, gardening, school wide celebrations, and birthdays.

I give / decline permission for my child (Parent or Guardian) (circle one) (Child's name)
To participate in food related activities and special occasions wherein food is consumed.
Please provide the following information:
My child DOES NOT have a food allergy or dietary restriction. He or she may participate in activities.
My child DOES NOT have a food allergy or dietary restriction. He or she may not participate
in activities.
My child DOES have a food allergy or dietary restriction. He or she may participate in
activities, but may not eat or handle the following items (please list below):
My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.
I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.
(Parent or Guardian) (Date)

Parent's Role

A parent's role in quality child care is vital: n Inquire about the qualifications and experience of child care staff, as well

Know the facility's policies and as staff turnover.

 Communicate directly with caregivers. procedures.

 Participate in special activities, Visit and observe the facility.

 Talk to your child about their daily meetings, and conferences. experiences in child care.

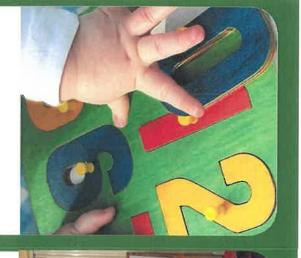
□ Arrange alternate care for their child

 Familiarize yourself with the child care when they are sick.

standards used to license the child



MyFLFamilies.com/ChildCare



the compliance history of this child care according to the minimum licensure (F.S.), and Chapter 65C-22, Florida section 402.305, Florida Statutes License Expires on **06/30/24** License Issued on 07/01/23 For more information regarding MyFLFamilies.com/childcare Administrative Code (F.A.C.) License Number: 50232 standards included in provider, please visit:

Please sign below.



Office of Child Care Regulation and Background Screening MYFLFAMILIES.COM To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

Office of Child Care Regulation and Background Screening Florida Department of Children and Families, This brochure was created by the pursuant to s. 402.3125(5), F.S., CF/PI 175-24, 03/2014



Know Your Child Care Facility MyFLFamilies.com/ChildCare

General Requirements

65C-22, F.A.C., which include, but are not limited to, the following: pursuant to s. 402.305, F.S., and ch. Every licensed child care facility must meet the minimum state child care licensing standards

- ☐ Valid license posted for parents to see.
- All staff appropriately screened.
- (if transportation is provided). □ Maintain appropriate transportation vehicles
- used by the facility. ☐ Provide parents with written disciplinary practices
- 🗅 Provide access to the facility during normal hours
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
- along with other emergency numbers. Posting Florida Abuse Hotline number
- Staff trained in first aid and Infant/Child CPR on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and
- documented monthly fire drills with
- Medication and hazardous materials are inaccessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

dren (if meals are provided). vides daily nutritional needs of the chil-Post a meal and snack menu that pro-

Record Keeping

- Maintain accurate records that include:
- Children's health exam/immunization
- Medication records.
- Enrollment information.
- Daily attendance. Personnel records.
- Accidents and incidents.
- administration of medications. Parental permission for field trips and

Physical Environment

- Maintain sufficient usable indoor floor space
- Provide space that is clean and free of litter for playing, working, and napping,

Practice proper hand washing, toileting, Provide isolation area for children who Provide appropriate bathroom facilities and Equipped with age and developmentally Maintain sufficient lighting and inside appropriate toys. temperatures. and other hazards. and diapering activities other furnishings.

Quality Child Care

Quality Caregivers

Quality child care offers healthy, social, and the following indicators should be considered: When evaluating the quality of a child care setting, Children in these settings participate in daily, in a safe, nurturing, and stimulating environment. educational experiences under qualified supervision skills, build independence and instill self-respect. age-appropriate activities that help develop essential

cuddle, and talk to the children.

responsive to each child's individual needs.

constructive, and non-threatening manner.

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing story telling, music, dancing, and other varied
- Include exercise and coordination development.
- Include free play and organized activities. Include opportunities for all children to read, be

creative, explore, and problem-solve

Quality Environments

Communicate with parents.

 $_{\mbox{\scriptsize II}}$ Demonstrate knowledge of social and emotional Provide stimulating, interesting, and educational Are attentive to and interact with the children. Allow children to play alone or in small groups. Help children manage their behavior in a positive. Use a pleasant tone of voice and freqently hold, Are warm, understanding, encouraging, and Accept family cultural and ethnic differences Are friendly and eager to care for children.

needs and developmental tasks for all children

activities.

- Display children's activities and creations. Provide easy access to age-appropriate toys. Are clean, safe, inviting, comfortable, child-friendly.
- the growing independence of all children. Provide a safe and secure environment that fosters

Z T

Campus Mealtime Policy

As per our food program, please read the following information carefully.

Containers

We kindly request that you refrain from sending bottles or sippy cups for your child's meals. Our kitchen cannot accommodate the washing and sanitizing bottles or sippy cups as mandated by the Health Department.

Outside Food

With the exception of allergies accompanied by a doctor's note, outside food will not be permitted. This policy is in place to ensure the safety and well-being of all our children.

If your student has a food allergy (which must be accompanied by a doctor's note), any packed lunches must be nutritious and balanced. We believe in providing a wholesome environment for our students, and a nutritious meal supports their growth and development.

We appreciate your understanding and cooperation with these guidelines. They are designed not only to create a healthy and consistent dining experience for all children in our care but also to adhere to Florida Childcare Licensing regulations.

Parent Signature	Date
Student Name	

Physical Activity Policy

Policy Statement

Emerald Hills School recognizes the importance of physical activity for young children. The implementation of appropriate physical activity practices supports the health and development of children in care, as well as assists in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

All students will have a minimum of forty (40) minutes of combined indoor and outdoor physical activity for every three and one-half (3.5) hours in care, excluding quiet and nap times.

Planned activities for after-school programs will include a minimum of forty (40) minutes of indoor and outdoor physical activity for every three hours in care.

These activities may include, but are not limited to, unstructured play on playground equipment, ball games, and teacher-directed small and large group games. In the event of inclement weather, a rainy day activity schedule shall be followed.

Appropriate Attire for Physical Activity

Please bring your child ready to play and have fun every day. For safety, children cannot wear open-toed shoes/sandals or flip-flops on the playground. Parents are expected to provide appropriate clothing for safe and active outdoor play during all seasons.

PLEASE LABEL ALL GARMENTS WITH YOUR CHILD'S NAME.

My signature below indicates that I have read and understood this policy.

Parent Signature	Date
Ct. I. A.N.	
Student Name	

Drowning is the #1 Cause of Death Among Children Ages 1 to 4



Facts You Need to Know About Drowning

- The main cause of drowning can be directly traced to an action or inaction by a parent or adult. Good people can make small mistakes that have tragic consequences.
- Most parents of a drowning victim say, "I can't believe this happened to my child." They never realized how quickly a drowning incident could become their reality.
- Most children pulled from the water during a drowning incident are wearing regular clothes - not a swim suit.

Simple Steps Save Lives

Supervision

- Supervising your children means eyes on them, and giving your full attention.
- Do not rely on responsible behavior from an older child or other adults.

Extra Layers of Protection if Supervision Fails

- Install door alarms to alert the household should a child possibly leave the home unsupervised.
- Use an "isolation" fence to separate pool area from the house and rest of the backyard.
- · Use self-closing gates that self-latch.
- Clear the area around the fence for objects children could use to climb over.
- Learn to swim: parents and child.

Be Aware of All Water Hazards

 These include bathtubs, garden ponds, swimming pools, buckets/containers of water, canals, lakes, and beaches.

Know How to Respond to an Emergency

- Learn CPR.
- · Remove the child from the water immediately.
- Call 9-1-1, begin CPR.

Talk to Your Child

- "Don't go near a pool or other water without an adult."
- "If you see someone in trouble in the water, don't jump in to help! Run, get an adult."
- "If you fall into a pool, turn in the water, find the wall, and climb out or yell for help." Practice this technique in the pool.

Take Action Now and Think, "I know this could happen to my child, and I will do whatever it takes to prevent it."

- Enroll your child (and yourself) in swim lessons.
- Learn CPR with rescue breaths.

To learn about available coupons for swim lessons, location of swim classes and CPR training,

visit: Water SMART Broward











SWIM Central Water Safety Education Questionnaire

Parents: Do you know that drowning is the leading cause of death among children? Complete this form to receive information to protect your child from drowning.

Child's Name:	Date of	Birth:
Parent Name:	Parent Signature	Date
 How would you rate your own Unable to swim Can swim a little, but NO 	f the Broward County Swim Central Pro n swimming ability? OT comfortable in deep water nded period of time in deep water	gram.
Swim lessons are notSchedule of lessons n	s below that apply: find information about swim lessons important	 □ Transportation problems □ Lessons are too expensive □ We are too busy
3. Do you or a family member kn ☐ Yes ☐ No	now how to perform CPR with rescue b	reaths?
4. Has your child's doctor talked ☐ Yes ☐ No	to you about drowning prevention and	I water safety?
	pon to apply to the cost of swim lesson RT Broward Swim Instruction for details	
or Child Care Facilities to mail or	7-8 requires parents/guardians to con	mplete SWIM Central questionnaire and ired is a copy of this form to be placed in .
facility Name:	Facili	ty License #:
	rm via fax or mail is required, indicate	
	or, date mailed: SWIM Central 3700 NW 11 th Place Lauderhill, FL 33311	
Form and educational handout fo	or parent distribution can be download	ed: Water SMART Broward

What is the influenza (flu) virus?

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



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

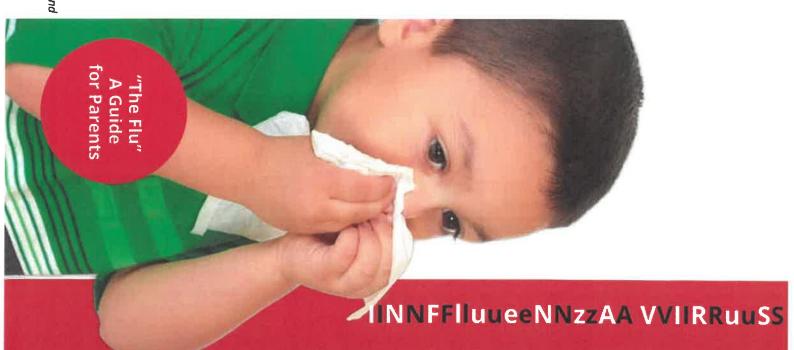
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between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



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

CF/PI 175-70, June 2009

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



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents:*

Name:

Child's Name:

Date Received: /

Signature:

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CAII oR TAke youR ChilD To A DocToR RIGHT AWAY IF youR ChilD:

- Has a high fever or fever that lasts a long time • Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse





how can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: http://www.cdc.gov/flu/ or http://www.immunizeflorida.org/

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...





Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare CF/PI 175-12, May 2018

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





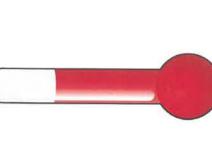
FACTS ABOUT

HEATSTROKE:

It only takes a car 10 minutes to heat up 20 degrees and become deadly.

the temperature inside a vehicle can Even with a window cracked, cause heatstroke.

The body temperature than an adult's body. of a child increases 3 to 5 times faster





- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- · Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- seat that you will need at work, school or home such Create reminders by putting something in the back as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- late or absent; ask them to contact you if your child care provider in advance if your child is going to be · Make it a routine to always notify your child's child hasn't arrived as scheduled.

facilities, family day care homes and large family child care homes to provide parents, during the months of regarding the potential for distracted adults to fail to April and September each year, with information During the 2018 legislative session, a new law was passed that requires child care instead leave them in the adult's vehicle drop off a child at the facility/home and upon arrival at the adult's destination.



Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

EMERGENCY MEDICAL RELEASE FORM

The purpose of this form is to provide this childcare facility with specific instructions from parents for our staff to follow in regards to immediate emergency treatment of

medical treatment from, but not limited to, paramediand other medical professionals as required for emechild.	
Person responsible for medical service re	endered is:
Medical Care Professional Name	
Medical Care Facility Name	
Medical Care Facility Address (Street, City, Zip, Sta	te)
I have the following health insurance: Compay Name	-
•	 ⊹
Compay Name	

Expulsion Policy

Unfortunately, there are times when Emerald Hills School will have to ask that a student be removed from our program either short-term or permanently. We want you to know that we will do everything possible to work with you and your child in order to prevent this policy from being enforced.

When a child is having a problem in the classroom.

Staff will try to redirect the student from negative behavior with consistent rules and/ or consequences.

Staff will reassess the classroom environment, activities, and supervision. Staff will always use positive methods and language while disciplining children.

Staff will praise good behaviors.

The student will be given verbal warnings.

The student will be given time to regain control.

The student's disruptive behavior will be documented and maintained confidentially.

Parent/ Guardian will be notified verbally and given written copies of the disruptive behaviors that might lead to expulsion.

Parent/Guardian will have a conference(s) to discuss how to promote positive behaviors.

Parent/Guardian will be given literature or other resources regarding methods of improving the child's behavior.

My signature below indicates that I have read and understood this policy.

Parent Signature	Date
Student Name	