



ENROLLMENT REGISTRATION INFORMATION PACKET

4875 Swift Road, Fl 34231. United States

☎ 9419578182



State of Florida
Department of Children and Families
CHILD CARE APPLICATION FOR ENROLLMENT

Student Information: Date of Birth: _____ Sex: ____ Date of Enrollment: _____

Full Name: _____

Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: M T W Th F Sa Su

Meals Typically Served While in Care: Br AM Snack Lunch PM Snack Sup Eve Snack

Family Information: Child Lives With: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____/Cell: _____ Work Phone: _____/Cell: _____

Custody: Mother _____ Father _____ Both _____ Other _____

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.

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

Please list 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 are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name	Address	Work#	Home#
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Name	Address	Work#	Home#
------	---------	-------	-------

Name	Address	Work#	Home#
------	---------	-------	-------

Name	Address	Work#	Home#
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Helpful Information About Child:

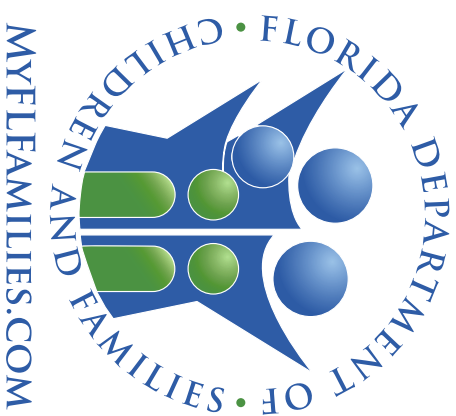
- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
Section 65C-20.11(2)(c)(1), F.A.C., requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, **or**
Section 65C-20.010(6)(c), F.A.C., requires that a written a copy of the family day care provider's discipline policy be available for review by the parent(s).

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate.

Signature of Parent/Guardian

Date

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:

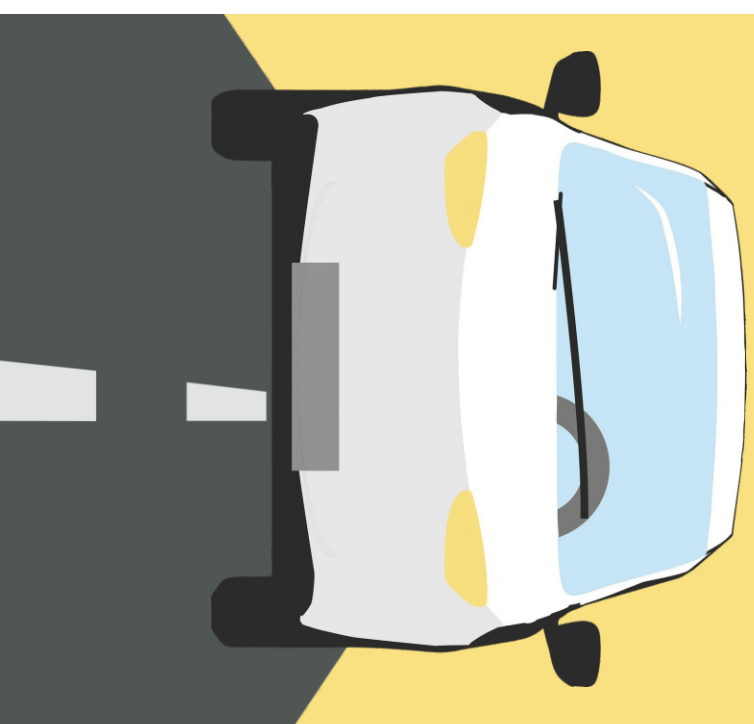
The Office of Child Care Regulation

www.myflfamilies.com/childcare

CF/PI 175-12, May 2019



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.

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

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



PREVENTION TIPS:

- 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.
- Create reminders by putting something in the back seat that you will need at work, school or home such 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.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session,

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



My signature below verifies receipt of the Distracted Adult brochure

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.



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(941)957-8182

TUITION CONTRACT

This contract is made between:

Parent's name

Parent's name

And

Wooden Shoes Childcare Center for the care of the following child(ren):

Child's Name date of birth

Child's Name date of birth

Child's Name date of birth

The payments for care shall be \$_____per week and reflects a schedule as follows:

Arrival time____am and pickup time____pm on the following days:

Monday Tuesday Wednesday Thursday Friday

If a parent/guardian is going to be late picking up the child(ren), every effort must be made by the

Parent/guardian to contact the School. **A late pick up fee of \$2.00 per minute will be charged and must be paid with the tuition.** Tuition payment is due to the provider in advance on the prior Friday of the week.

Parents who cannot make the payment on that Friday would have an extension of two more business days,

Payments must be made no later the Tuesday. Late payments will have a late fee of \$10.00 per day added to

the tuition if your payment is not paid by that Friday your child(ren) will not be able to attend until tuition and

late payments are paid in full. There is a \$_____ deposit due when the application is accepted

this will Reserve the child(ren) space in the school. **VPK only: VPK hours are from 9:00am to 12:00pm if your**

child(ren) are only enrolled for VPK, you must pick up your child(ren) up by 12:00pm any late pick-ups will

have a Late fee charge of \$2.00 per minute and will have to be paid at the time of pick-up.



Additional Charges:

Wooden Shoes Will charge additional fees as follows:

_____ \$150.00 One Time Non-refundable Registration Fee

_____ \$ 75.00 Supply Fee/Activity Fee due annually on September 15th

Termination procedures:

This contract may be terminated by the Parent(s) or the provider. A 14 Day notice prior to the last date of care is required.

Wooden Shoes May immediately terminate this contract without any notice if payment is not made on time.

When a child is withdrawn from school with less than 14 days advance notice, an additional charge of two weeks of full time or part time preschool, beyond the notified withdrawal date, will be assessed to your account.

Other :

- If the provider chooses not to enforce any portion of the contract, it does not give up the provider’s right to enforce any other portion of the contract.
- The Contract can be revised at any time by the provider if necessary.

Signatures:

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

_____ Parent’s
 (Printed Name) Parent’s Signature Date

_____ Parent’s
 (Printed Name) Parent’s Signature Date

Meranda Allen/ Director _____ Provider’s
 (Printed Name) Provider’s Signature

If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.

Acceptable methods of payments

- Cash
- Checks
- Cashier's Checks
- Money Order
- Credit Card or
- Online payment (Zelle)

If any personal checks are returned with non-sufficient funds a \$35 fee will be required. After two returned checks, the Owner reserves the right to require another form of payment.

Tuition (tuition is weekly) is due no later than Tuesday, for any late payments a late fee of \$10.00 per day will be added to your tuition, if payment is not received by Friday of that week care will not be provided until tuition is paid in full.

Payments in cash, checks or money orders can be mailed directly to Wooden Shoes, dropped in the payment box next to the office or left with the Director or one of the Owners.

Before care time and rates:

Before care time is from 6:30am to 7:00am Monday—Friday. Rates are \$5.00 a day or \$25.00 for the week. This payment can be paid with the tuition or on the day of same day of service.

Holidays, Vacations and Other Absences:

Wooden Shoes Will not be opened on the following holidays (holidays may change due to the needs of the school and/or the children):

Labor Day	President's Day	Thanksgiving Day & Black Friday
Easter Day	Memorial Day	New Year's Day
Independence Day	Good Friday	Christmas Day
Martin Luther King Jr Day		

If a holiday falls on a Saturday we will be closed that Friday if the holiday falls on a Sunday we will be closed that following Monday.

We will inform parents of any changes to the holiday's schedule/days off.

Parents are expected to pay tuition when on holiday's and when children go on vacations and/or sick to keep their spot.

Parents can take one free week for vacation or health purposes. This is a yearly benefit. Without incurring a tuition charge if you attend year-round. If a vacation is taken before one-year anniversary, parents will be expected to pay full tuition.

When a child is ill, the parents are expected to make every effort to give Wooden Shoes notice as soon as possible.



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Supply List

All children are required to bring the following items to class on their first (1st) day.

- 3 changes of clothing (3 shirts, 3 shorts/pants, 3 pairs of socks & 3 pairs of underwear)
- 1 extra pair of shoes (closed toe shoes only)
- 1 crib sized sheet & small blanket (for nap)
- Travel sized pillow or small stuffed animal (optional)
- 1 pack of baby wipes

For the younger children only

- Diapers & wipes
- Cup/bottle (optional)

Our cubbies are just large enough to hold these items. On Friday bedding will be sent home to be washed.

Please clearly label all of your child's items with permanent marker. This avoids confusion as to whom the items belong to.

It is important that you routinely check to verify that your child has all the supplies listed above in their cubby and that they have the proper amount.

We cannot supply diapers for free. If you do not bring in diapers with an ample amount, we will need to purchase the diapers, it will become necessary to assign a fee of \$1.00 per diaper to cover the cost. The fee will be supplemented to your weekly tuition. To easily avoid this nominal expenditure, please routinely check your child's supply of diapers to ensure that there is an adequate amount of diapers on hand



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General Screening Consent Form

I, _____ as the parent/guardian of
Full Name Of Parent/Guardian

First Middle Last (Child's Name as listed on birth certificate)

I give permission for my child/children, to receive services checked and initialed below. The purpose of these services is to understand and address my child's needs within the context of our family and/or their childcare program.

Developmental screening using the Ages & Stages questionnaire, DECA and Creative Curriculum.

Consultation with program staff regarding my child's development and/or behavior

Consultation with family regarding my child's development and/or behavior

Other (please be specify):

I understand that information regarding my child is confidential and may not be given to employees of other schools, public agencies, or individual professionals in private practice without my consent or legal requirement. My signature on this form provides permission for results of the above checked service(s) to be shared with the staff at Wooden Shoes.

Wooden Shoes is authorized to share the information gained with his/her supervisor(s) and/or consulting staff working directly with him/her. Consent for release of information and authorization of communication shall be for the purpose of understanding and addressing my child's needs. This consent is voluntary and I understand that I can withdraw my consent for my child at any time. Unless I withdraw this

Further, I authorize my child to participate in in all regular and enrichment activities during normal school hours

Parent/Guardian Print Name: _____

Parent/Guardian Signature: _____

Date: _____





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PHOTOGRAPH AUTHORIZATION

I, _____ (Parents Name) give permission for Wooden Shoes to Photograph my child, _____ for the following Purposes: (check to grant permission)

Photographs:

- Displayed in the classroom
- Displayed in provider's personal scrapbook (used for school/classrooms only)
- Photographs giving to classmate/friends
- Displayed in the school's scrapbook or bulletin boards, shown to current and prospective clients
- Display photos on the school's websites (www.woodenshoeschildcarecenter.com, Facebook & Instagram)
- Use photos in promotional materials (Newspapers, magazines, and flyer/pamphlet)
- Displayed in ClassDojo

Videos:

- Give videos to other parents (Birthday, Holiday, Classroom/School activities)
- Display videos on the school's websites (www.woodenshoeschildcarecenter.com, Facebook & Instagram)
- Use Videos in promotional materials
- Using videos on ClassDojo

** We never display the names of the children**

I understand that it is my responsibility to update this form in the event that I no longer give permission or to give permission. I agree that this form will remain in effect during the term of my child's enrollment. By signing below, I also agree that this is a legally binding form, and providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both

Parent/Guardian Signature

Date





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INSURANCE WAIVER

I undersigned hereby hold harmless, waive, and release Wooden Shoes Childcare Center and any officer, employee or member, childcare workers from liability as a result of personal injury, property damage or property loss occurring while the undersigned child is in the care of Wooden Shoes Childcare Center.

I the undersigned Parent or Guardian further more agrees that I will not hold Wooden Shoes Childcare Center or any officer, employees, childcare worker or any associates responsible or liable and waives all rights to claim damages for injuries received as long as actions are reported in Good Faith.

Child's Name: _____

Parent/Guardian Name (Print Name): _____

Parent/Guardian Signature: _____

Date: _____



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Pick-up Authorization Form

Wooden Shoes Policies on Student Pick-up: Wooden Shoes will not release any child to anyone who is not included on this authorization pick-up form.

Changes in pick-up: Wooden Shoes ask that you please inform the Staff if the person who is picking up your child changes. By calling the school, note to the teacher or person to person. *(if you do not notified us of the changes and the person is on the pick-up authorization form, we will release your child to this person but if an unknown person come to pick-up who is not on the pick-up authorization form we will not release your child to the unknown person. We will also not release to a first-time person who is picking up if they do not have their I.D.)*

Unauthorized Pick-up: if the person who is picking up your child is not on the pick-up authorization form; we will require a written note from a parent or Guardian. The parent must bring in a note to the school before the child is picked up with authorized permission and the Person full name (First and Last name) of the person who is picking up the child, date and signed by the parent. the person picking up must have I.D. with them at the time of pick-up or we will not release the child to that person.

Picture I.D. Required: Please notify the people on your list that Picture I.D. will be asked for prior to releasing the child at pick-up, so be sure to bring it with them. this also applies to anyone you authorize in written note too.

If changes need to be made to this list during the course of the school year, please ask the Director or the Owner of **Wooden Shoes** for a new form.

Student Name: _____ **Parent Name:** _____

I authorize the persons listed below to pick-up my child from **Wooden Shoes**.
Please include names of both parents and guardians on this list.

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

*By signing below, I verify that I have read and agree to the student pick-up policies described on the authorization pick-up form, and **Wooden Shoes** to release my child to the above listed persons.*

Parent Signature: _____ Date: _____





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AUTHORIZATION FOR SUNSCREEN AND/OR BUGSPRAY

Wooden Shoes has my permission to apply sunscreen and/or bug spray, which I will provide, on my child as needed.

Child's Name: _____

Brand of Sunscreen: _____

Brand Of Bug Spray: _____

Parent's Signature _____ Date _____





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ADDITIONAL POLICIES AND PROCEDURES

1. No T.V's In School (with some exception Learning videos, music, online books and raining days).
2. No Screen time For Toddlers and Infants (6week to the age of 1 years old).
3. Television is not used as a reward.



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ATTENDANCE POLICIES

The Attendance policies will be as follow:

Everyone:

Parents will need to sign their child in and out daily

VPK Only:

Once a month parents will need to sign the VPK child attendance (at the end of the month)



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ADDITIONAL RULES & POLICIES FOR WOODEN SHOES

REASONS FOR CHILDREN EXPULSION, SUSPENSION AND DISMISSAL

Wooden Shoes will make every effort to prevent the expulsion or dismissal of children from the School.

Wooden Shoes reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of tuitions,
- Failure to adhere to policies and procedures as written in the Schools Family Handbook (which it is in the front lobby of the School at all time)
- The children has needs which we cannot adequately meet with our current staffing patterns.
- The child's behavior threatens the health and safety of him/herself, the other children, or the School staff.
- The parents/guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or the school. This includes but is not limited to:
 - vulgarity
 - intimidation
 - harassment or
 - violation of childcare licensing regulations.

Parent's signature _____



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PARENT HANDBOOK ACKNOWLEDGMENT

This statement is to acknowledge that I have received/ Read a Copy of **Wooden Shoes** Parent's and Families Policy Handbook.

I understand that it provides guidelines and summary information concerning the policies and procedures of our preschool.

I acknowledge that I have read this handbook. I acknowledge that I will comply and cooperate with all policies and procedures and will instruct my child in all manner of these procedures and policies.

Parent Name

Signature

Date

Parent Name

Signature

Date



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.

CALL 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.

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/>

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.

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.



**"The Flu"
A Guide
for Parents**

INFLUENZA VIRUS

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