



Leadership Academy

"Educating Readers and Leaders"

CHILD CARE APPLICATION FOR ENROLLMENT

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

Full Name: _____
 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:

Mother's Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Employer: _____ Employer Address: _____

Father's Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Employer: _____ Employer Address: _____

Custody: Mother _____ Father _____ Both _____

Medical Information: I hereby grant permission for the staff of this facility 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: _____



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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#
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Name	Address	Work#	Home#
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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



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Discipline Policy

Discipline is a vital component to the learning process of a child. Gentle discipline is neither permissive nor punitive, rather a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. At T.L.C Leadership Academy, children will receive gentle, loving, and Biblically modeled discipline. After communicating expectations, the following steps will be followed:

- ◆ To encourage good behavior, teachers provide praises as they catch children making the right choice.
- ◆ A situation may be remedied by simply redirecting the child.
- ◆ If redirection does not cause the desired change in behavior, the child may be separated from the group for a short period of time. This may be in a time-out chair or a place in the room where the child is supervised while taking a few minutes to reflect on the fact that his/her actions did not represent good decision making. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over. The period of time a child is in time-out depends upon the child's age. 2 year olds will serve a time-out no longer than 2 minutes, 3 year olds no longer than 3 minutes, and 4 year olds no longer than 4 minutes.
- ◆ If a child is aggressive toward another (pushing, shoving, hitting, spitting, biting), the aggressor will be immediately removed from the group and placed in time out.
- ◆ A behavior may warrant calling a parent during the day to speak with their child over the phone. On rare occasions, a parent may be called to come to the school to speak with their child.
- ◆ Should these efforts fail to produce the desired behavior in the child, parents will be called to meet with the Childcare Center Director and the child's teacher to develop a suitable strategy for correcting the child's inappropriate behavior.
- ◆ If the above steps do not produce the desired behavior, the child may be withdrawn.
- ◆ **No spanking or any kind of corporal punishment is allowed.**

NOTE: If a child bites another, the aggressor and victim's parent will be called to advise them of the incident. The aggressor will receive a bite report and the victim will receive an incident report. These reports are to be signed and dated by the parent/guardian and staff. A copy is retained by the school and the parent receives a copy.

A child who bites a 3rd time may be withdrawn from the Childcare Center.

If you have any questions/concerns about any of the discipline procedures, contact the Director.

Parent Signature: _____ Date: _____

Staff Signature : _____ Date: _____



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Signed Receipt for CCC Brochure

I, _____ Parent/Guardian of _____

hereby acknowledge that I have received a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" .

My signature below indicates that I have received the above item.

Parent/Guardian Signature

Date



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Signed Receipt for Notification of Discipline Policy

I, _____ Parent/Guardian of _____

hereby acknowledge that I have received a copy of the T.L.C Leadership Academy
Discipline Policy used by this child care facility.

My signature below indicates that I have received the above item.

Parent/Guardian Signature

Date



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Signed Receipt for Alternate Nutrition Contract

I, _____ Parent/Guardian of _____

hereby acknowledge that I have received the Alternate Nutrition Contract.

My signature below indicates that I have received the above item.

Parent/Guardian Signature

Date



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Signed Receipt for Flu Brochure

I, _____ Parent/Guardian of _____

hereby acknowledge that I have received a copy of the Flu Brochure.

My signature below indicates that I have received the above item.

Parent/Guardian Signature

Date



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Permission for Food-related Activities & Special Occasion Food Consumption

Pursuant to 65C-22.005(1)(c)2., F.A.C., the Florida Department of Children and Families requires that 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, birthdays, and activities that include food prepared and/or purchased by families.

Child's Name: _____

Please check one of the following:

_____ My child DOES NOT have a food allergy or dietary restriction. He or she may participate in all food related activities.

_____ My child DOES NOT have a food allergy or dietary restriction. He or she may not participate in food related activities.

_____ My child DOES have a food allergy or dietary restriction. He or she MAY NOT participate in food related classroom 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 and describe below): _____

I understand that it is my responsibility to update this form in the event that my child's food permissions change. I agree that this form will remain in effect during the term of my child's enrollment or until changes are made in writing by completing an updated form.

Parent's Signature

Parent's Printed Name

Date



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PHOTOGRAPH/MEDIA CONSENT AND RELEASE

I hereby consent, authorize, assign and grant to T.L.C Leadership Academy/The Life Center of Palm Beach County, Inc. the right and permission to use and publish the photographs/film/videotapes/electronic representations, photographs or motion pictures of me or my child; and to produce videotapes, audiotapes, closed circuit television programs, web casts, or other types of media productions that capture my name or my child name, voice, and/or image (any of the foregoing types of media are called the "Materials" in this Consent and Release form).

I hereby release T.L.C Leadership Academy/The Life Center of Palm Beach County, Inc. from any and all liability from such use and publication.

I authorize T.L.C Leadership Academy/The Life Center of Palm Beach County, Inc to copyright the Materials, and I authorize T.L.C Leadership Academy/The Life Center of Palm Beach County, Inc to use, reuse, copy, publish, display, exhibit, reproduce, license or grant permission to any third party, and distribute the Materials in any educational or promotional materials or other forms of media, which may include, but are not limited to school publications, catalogs, articles, magazines, recruiting brochures, websites or publications, electronic or otherwise, without notifying me.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of T.L.C Leadership Academy/The Life Center of Palm Beach County, Inc. and I specifically waive any right to any compensation I may have for any of the foregoing.

I agree that I am participating on a voluntary basis and I or my child will not receive any payment for signing this release or as a result of any publication of the Materials.

PLEASE PRINT CLEARLY

Parent Name: _____

Child Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Parent Signature: _____