



**PARENT'S SIGNATURE REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> _____<br>Obtaining Emergency Medical Care                                   | <input checked="" type="checkbox"/> _____<br>Administration of Minor First-Aid Procedures          |
| <input checked="" type="checkbox"/> _____<br>Emergency Transportation by the Facility                           | <input checked="" type="checkbox"/> _____<br>Application of Parent Provided Sun Screen             |
| <input checked="" type="checkbox"/> _____<br>Photo/Video Release  | <input checked="" type="checkbox"/> _____<br>Application of Parent Provided Bug Spray              |
| <input checked="" type="checkbox"/> _____<br>* I've Received INFLUENZA (Flu) Brochure                           | <input checked="" type="checkbox"/> _____<br>* I've Received KNOW YOUR CHILDCARE FACILITY Brochure |
| <input checked="" type="checkbox"/> _____<br>* I've Received SELECTING A FAMILY DAY CARE HOME PROVIDER Brochure | <input checked="" type="checkbox"/> _____<br>-Expulsion Policy-                                    |

**SIGNATURE ON EACH ITEM BELOW VERIFIES THAT YOU HAVE RECEIVED INDICATED INFORMATION**

- \_\_\_\_\_  
Victory Pre-School Disciplinary Practices and expulsion policies
- \_\_\_\_\_  
I understand that a Current Physical Examination and Immunization Record are due before 1<sup>st</sup> day of attendance.

Parent or Guardian signature indicates that the information on this enrollment form is complete and accurate.

Parent or guardian must notify the front office of any changes to any contact information, including phone numbers and emergency contacts.

Your signature below indicates that you have received the above items\*. I hereby grant permission for the staff of this facility as well as DCF to have access to my child's records.

\_\_\_\_\_ Date: \_\_\_\_\_

Family Password: \_\_\_\_\_ \*See page 4 for more details



## Victory Pre-School Parent Agreement

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To enroll my child, the following forms must be completed and returned by their start date:

1. Child Care Application for Enrollment
2. Parent Agreement
3. Statement of Faith
4. Family Security Agreement
5. Referral Agreement (contract childcare only)
6. Parent consent Form (Screening & Assessments)
7. Contract Child Care Only-Current Voucher
8. Copy of Child's Birth Certificate

**I understand that:**

- Weekly tuition or parent co-pay is due on the first day of each week.
- A \$25.00 late fee will be charged for payments received beyond the given due date unless arrangements have been made with the program's director.
- Regular weekly tuition or co-pay is due regardless of holidays, illness, or inclement weather.

**I understand that:**

- There will be a \$40.00 fee for bank returned checks.
- The entire amount of the check along with the applied fee must be paid in cash by the following day of notice.
- After two bank returned checks, all future payments will be on a cash only basis.

**I understand that:**

- The facilities operation hours are Monday-Friday from 6:30am to 5:00 pm.
- My child cannot be dropped off prior to 6:30 am or picked up after 5:00 pm.
- A late charge will be imposed if I pick up my child after 5:00 pm.
- This charge is \$10.00 per minute for the first 5 minutes per child, and \$3.00 for every additional minute.
- Late charges must be paid before children return to the program.
- If continued late pick-up occurs than service rendered may be suspended or terminated.
- If children have not been picked up within the 30 minutes of closing, and the child's parent or guardian has made no attempt to notify the center of late pick up, Victory Pre-School is mandated to notify the Police Dept as well as the Department of Children and Families.

**I understand that:**

- It is my responsibility to sign my child in and out of the program daily.
- It is my responsibility to have my child in the program prior to 10:00 am daily.
- It is my responsibility to notify the program of any appointments that will delay my child arriving by the 10:00 am daily cut off time.
- All late arrivals must be approved by the program administration.
- I understand that the program can only release my child to the persons I have authorized on my child's application.

**I understand that:**

- It is my responsibility to provide the program with a current Physical Exam (Yellow Card 3040) and Immunization Record (form 680). These documents must be received, before and not later than the first day of enrollment.
- The child's health forms 3040, and 680 must be kept current at ALL times.

By signing this parent acknowledgement, I verify that I have read the above school policies and agree to abide by them. I also acknowledge that I have received a parent handbook and I agree to review the contents and refer to administration with any questions that I may have.

X \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Victory Pre-School Statement of Faith

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Victory Pre-School is a Ministry committed to partnering with parents to develop balanced strong academic and spiritual children, with a desire to fulfill their calling in life from the "Womb to the World". We believe that a quality preschool education involves constant interaction among the environment, child, teacher, and parent. We call this the Circle of Success. For us to complete this circle please take a few minutes to share with us your families' faith and beliefs. Relax there is no right or wrong answers.

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you pray with your family before meals?	Yes	No	Comments:
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Do you and your family attend church?	Yes	No	Comments:
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Would you say you attend church	Weekly	Monthly	Seasonally	Comments:
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Name of church you attend \_\_\_\_\_

Describe any church ministries you are involved in \_\_\_\_\_

What do you expect from a Faith Based Childcare Center? \_\_\_\_\_



## 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.



## 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.

## 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.



## My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

\_\_\_\_\_

Child's Name:

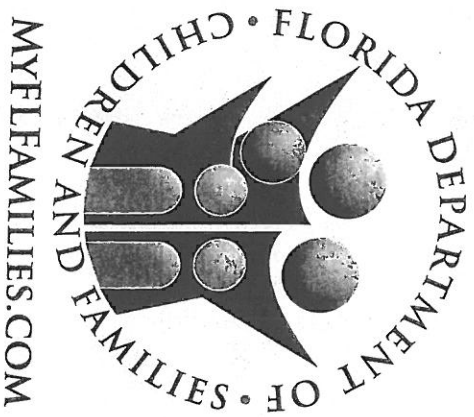
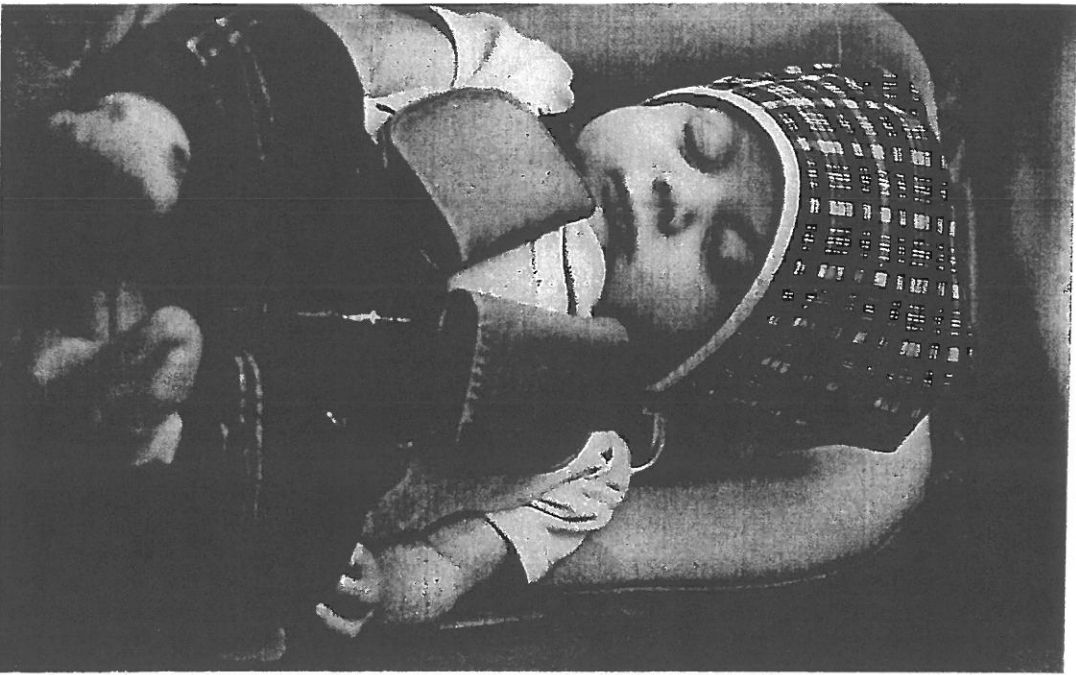
\_\_\_\_\_

Date:

\_\_\_\_\_

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

**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...

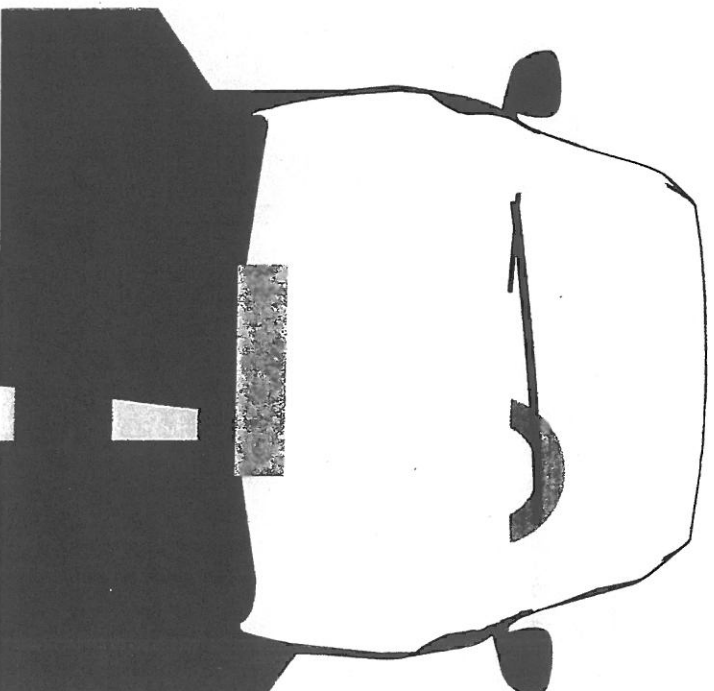


Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2018

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



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:

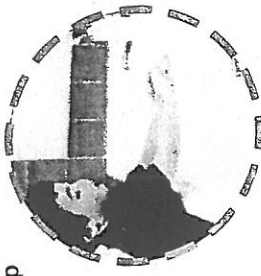
- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions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



### 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?

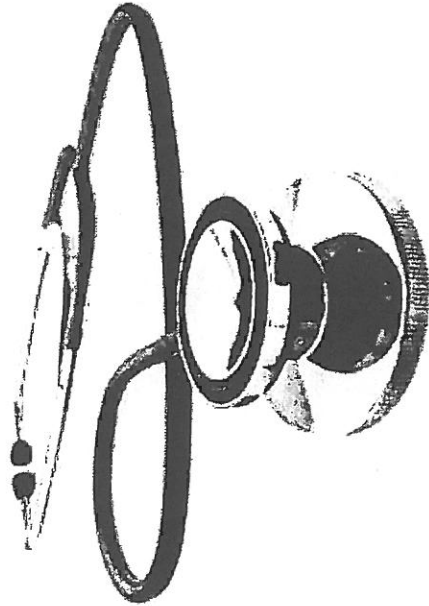
A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest 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.

### 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 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](http://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.

INFLUENZA VIRUS



"The Flu"  
A Guide  
for Parents





## EXPULSION POLICY

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NAME OF CHILD:

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SIGNATURE OF PARENT:

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Victory Preschool is a ministry of Womb to the World Ministries Inc. The heart of our ministry and focus is committed to serve our community as a whole by not only focusing on the children in whom we serve, but on their entire family. With dedication and the love of the gospel, we strive to reach families that need support in raising their children with Christ as the focus in their lives. It is our highest importance to serve the needs of young children by providing a high-quality, culturally diverse early childhood program within a safe, nurturing environment. The Child Care Development Center will encourage the spiritual, physical, social, emotional, creative and cognitive development of each child through the use of Biblical sound and developmentally appropriate practices.

### **We are here to:**

- Provide a safe, secure and loving environment focusing on each child's developmental and spiritual growth.
- Help children feel a warm sense of belonging to their classmates and ensure each child feels welcomed and wanted.
- Teach them the power and importance of prayer.
- Support families in their responsibility for the academic and spiritual nurture and growth of their child.
- Assist each child in identifying their gifts and how they can use it in their everyday life to impact the people around them.
- Provide children the opportunity to participate in worship and ministry.
- Provide Godly influences who are adequately trained to serve as positive role models as they minister with children.
- To provide life changing education for our children by utilizing quality resources and continually training and encouraging our teachers and volunteers.

### **Teachers**

Our education plan and philosophy is based on meeting the developmental needs of each child, by providing an environment that fosters cognitive, physical, emotional and social development. We are successful in meeting these needs. It is our goal to provide a safe and stimulating environment, where moral and ethical lessons are learned daily through life's lessons as well as an academic curriculum. We have a staff of educators that encourages creativity, diversity and self-respect, so each child leaves our program with the skills necessary to continue to grow, learn and adapt to the ever changing world in which they live.

## Referrals

When program staff suspects that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive and confidential manner with documentation and explanation for the concern, suggested next steps, and information about resources for assessment. Identifying children with disabilities or delays early helps minimize or prevent future problems. All screening referrals will be kept strictly confidential and will be used only to help access appropriate care as needed.

## Conferences

Parent-teacher conferences regarding individual children are encouraged. We ask that a conference be set up on a quarterly basis to review your child's progress and to set goals for the upcoming quarter.

(Please see page 10, point 21 on our Parent Handbook for more information)

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One of Victory Pre-School's biggest commitments is to keep all children safe in our environment and teach all children attending everything they need to succeed in our world. Unfortunately there are times that we are obligated to expel a child, but we will never expel a child without trying all the resources possible on our part. Please see the following possible reasons for expulsion:

### Parental Actions for child's expulsion

- Failure to pay/habitual lateness in payment or late pick up.
- Failure to complete required forms including the child's physical and immunization records.
- Verbal abuse to staff.
- Parent threatens physical or intimidating actions toward staff members.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and parent to develop an action plan. All reasonable attempts will be made to work with the child and the family to resolve the behavior problem. Staff will keep parents informed of the progress made. Referrals to community or an outside evaluation may be suggested. If a parent refuses to work with the staff in resolving the problem, and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the VSP teachers can provide, then the child's enrollment is subject to termination. (Please read page 24 point 58 on our parent handbook for more information)

\*(It is at the acting director discretion to approve exceptions. These exceptions will be made on a case to case bases, according to severity of the situation. )

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

Pursuant to 65C-22.005(1)(c)2. Licensed child care facilities must obtain written permission from parent/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)

\_\_\_\_\_ to participate in food related activities and special  
(Child's Name)

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 as listed 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 child's enrollment.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



## Food Allergies

The following is a list of different foods served in our Food Program. **Please circle any items that your child is allergic to.** Please understand that **food allergies must be in writing and provided by your child's pediatrician.** An alternative menu item will be provided to all children with a documented food allergy.

Milk	Vegetables / Fruit / Juice	Crans / Breads	Meats
Whole	Potatoes	Whole Bread	Sausage
1%	Peaches	Eggs	Turkey
Cheese	Bananas	Honey Oat Clusters	Ground Beef
	Oranges	Peanut Butter	Chicken
	Fruit Cocktail	Golden Grahams	Beef
	Pinapple	Honey Nut Scooters	Breaded Fish
	Carrots	Pancake and Maple Syrup	Hot Dogs
	Corn	Corn Chips	BBQ Chicken
	Green Beans	Elbow Macarroni	
	Red Grapes	Garlic Bread	
	Refried Beans	Pasta	
	Pears	White Bread	
	Baked Beans	Blueberry	
	Tomatos	Brits	
	Kidney Beans	Oatmeasl	
	Blueberry	Graham Crackers	
	Broccoli	Macarron Cookies	
	Coconut	Wafers	
	Strawberry, Grape Jelly	Cinnamon Toasters	
	100% Orange Juice	Bagel	
	100% Grape Juice	Black Eyed Peas	
	100% Apple Juice		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Victory Pre-School Family Security Agreement

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### **Drop Off Parental Responsibilities:**

- An authorized adult is required to accompany child inside the facility at time of arrival.
- Sign child in to program daily.
- Deposit child's belongings into her/his cubby each day.
- Check child in to child's class, making sure that teacher in charge is aware of child's presence before parent departs center.
- Complete any necessary forms, for example Medication authorization, Field Trip permission for, etc.

### **Pick Up Parental Responsibilities:**

- An authorized adult is required to pick up child inside the facility at time of departure.
- Sign child out of program daily.
- Retrieve child's belongings from cubby each day.
- Check child out of class, making sure that teacher in charge is aware of child's departure before child and Parent departs from center.
- Complete any necessary forms, for example Accident/Incident Report, Illness Report, etc.
- When parents enter Victory Pre-School and remove their child from the classroom, the child is no longer under Victory Pre-School's supervision. The parent is responsible for the safety and behavior of the child at that time.
- Children should be supervised and not be allowed to run outside alone.
- Never leave your vehicle running when you pick-up your child.

### **For your child's safety:**

Victory Pre-School takes your child's safety very serious and we are dedicated to providing a safe environment for your child to grow and learn.

For this reason at 10:00 AM the center goes into lock down. Victory Pre-School has an open door policy and authorized adults are welcomed into our program without notice at anytime. Between the hours of 10:00 AM and 3:30 PM all visitors will be let in by office administration. This policy is to insure that all visitors have approval to be on the property. This also allows less interruption during high learning times.

### **Child Release Policy:**

Under no circumstances will Victory Pre-School release your child to anyone that is not authorized on your child care enrollment application. Identification required for all authorized adults listed on child's enrollment application. A copy of the identification will be made for your child's file, along with records of dates and times that your child was picked up, by the specific authorized individual. The authorized individual must sign the child out of the program. Parents are responsible for providing copies of legal documents preventing non-custodial parents from picking up the child. Written Authorization to release a child to any individual other than who is listed on child care enrollment application must provide identification, and parent must call and confirm with family security code before child will be released. Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to find alternate transportation. If efforts to re-direct fail then Christ View Pre-School will contact the local police.

By signing this security agreement you are stating that you have read and agree to abide in the drop off and pick up policies stated within the document by Victory Pre-School. You also understand and agree to security measures taken by Victory Pre-School to keep you child safe.

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**Child's Name**

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**Parent/Guardian Signature**

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**Date**

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**Family Security Password**



## Victory Pre-School Referral Agreement Contract Child Care

Victory Pre-School has contracts with the following organizations to accept referred vouchers for childcare services.

### **Episcopal Children Services St. Johns County School Board-Teen Program FCTC Career Navigators**

Victory Pre-School is pleased to contract with the above organizations to offer these services to the community. We ask that you take a few minutes to familiarize yourself with what is expected from you to continue eligibility for these programs. After reviewing the program that applies to your family please sign below verifying that you have reviewed and agree to abide by that program criterion for services.

#### **Episcopal Children Services (ECS)**

Only reimburses for daily care received.

Limited to 3 absences a month.

Any absences over 3 per month must be excused by a doctor's note.

If ECS denies reimbursement for any reason, the parent is responsible for childcare expenses.

The parent is responsible for keeping their voucher current with ECS.

Christ View Pre-School cannot provide childcare services unless a current voucher is on file from ECS.

ECS only reimburses on average 75% on weekly childcare tuition, parent is responsible for the remaining 25%.

Parent fees are due on the first day of the week to avoid a \$25.00 late fee.

Services can be suspended or terminated for unpaid parent fees.

In order for the parent to transfer to another child care program, they must prove to ECS that there are no outstanding charges at current center before they can transfer.

Children must be signed in and out of program daily by authorized adult.

#### **St. Johns County Parent Teen Program**

This program is operated by St. Johns County School Board.

Only reimburses for daily care received.

Only reimburses for public school days.

Reimburses 100% of tuition, no out of pocket expenses for the student.

The parent is responsible for keeping their voucher current.

If SJCSB denies reimbursement for any reason, the parent is responsible for childcare expenses.

Children must be signed in and out of program daily by authorized adult.

#### **First Coast Technical College-Career Navigators (FCTC)**

This program is operated by the First Coast Technical College.

Only reimburses for daily care received.

Only reimburses for public school days.

Reimburses 100% of tuition, no out of pocket expenses for the student.

The parent is responsible for keeping their voucher current.

If FCTC denies reimbursement for any reason, the parent is responsible for childcare expenses.

Children must be signed in and out of program daily by authorized adult.

X \_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Victory Pre-School**  
**Parent Permission Slip for Pre/Post Assessment**

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Dear Parent/Guardian:

Florida State Law states that each child who participates in subsidized child care must be given a developmental beginning and ending test. The purpose of the developmental assessment is to provide a sampling of your child's development in the following areas: physical, social, cognitive, and language skills.

By signing this permission slip, you are acknowledging that you have been informed of the Florida State Statute and will allow the Portage Assessment to be completed on your child by program staff. The Portage Assessment allows program staff to observe your child throughout the day. The child's teacher will use your child's information to track the developmental progress your child is making towards school readiness. These results will allow the teachers to provide assistance when needed to your child through activities, screenings and referrals.

I understand that the information gathered from the Portage Assessment will be used to help my child with his/her Developmental Success. My child's results are confidential and will only be shared with the following entities: Episcopal Children's Services or Early Learning Coalition. I may also request a copy of my child's developmental assessment.

**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Childcare Provider: Christ View Preschool

**Parent/Guardian's Printed Name:** \_\_\_\_\_

**Parent/Guardian's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Parent/Guardian's Phone Number(s):**

**(H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(C)** \_\_\_\_\_

X \_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**



**Victory Pre-School  
General Release and Hold Harmless Agreement**

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That I/We, \_\_\_\_\_, First Party, as the parent(s) and natural guardian(s) for \_\_\_\_\_, a minor child for the sole consideration of enrolling the minor child in The Womb to the World Ministries Inc. D/b/a Victory Pre-School programs, by these presents, for themselves and their minor child, her/his heirs, executors, administrators and assigns, do hereby remise, release, and forever discharge The Womb to the World D/b/a Victory Pre-School, the Second Party, its successors and assigns, of and from any and all claims, demands, damages, costs, expenses, actions and causes of action, arising from participation of the minor child in any program, foreseen and unforeseen, and the consequences thereof, resulting, and to result from, and participation in such program, including bodily and personal injuries, and loss and damage to property. It is further understood and agree that the First Party does hereby hold harmless The Womb to the World Ministries Inc. D/b/a Victory Pre-School, its successors and assigns, for any medical costs or expenses incurred for any treatment of any such injuries, and the First Party agrees to be solely responsible to pay or reimburse for any such medical charges or expenses incurred including transportation expenses.

This release contains the Entire Agreement between the First Party as parent(s) and natural guardian(s) of **(child's name)** \_\_\_\_\_ and the Womb to the World Ministries Inc. D/b/a Victory Pre-School. The terms of this release are contractual and not mere recital.

X \_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

X \_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**





## Media Release Permission Form ( Education Department)

I \_\_\_\_\_ *(Please print)* the parent(s) of a Child(ren) that attends and has attended an educational program under Womb to the World Ministries Inc, give permission for pictures, slides, digital images, or other reproductions of me, of my minor child(ren). Also of materials owned by me or my child(ren), and to put the finished pictures, or images to use without compensation in productions, publications, on the web or other printed or electronic materials related to the role and function of the education department of Womb to the World Ministries Inc.

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

My signature acknowledges that I have read and agree with the above media policy, and give permission for pictures, slides or images to be used without compensation in productions, publications, on the web, or other printed or electronic materials related to the role and function of the education department of Womb to the World Ministries Inc.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# FAMILY DAY CARE

## What Is Family Day Care?

Family day care is defined as child care for children in small group sizes from at least two unrelated families. Care is provided in the operator's home located in a residential neighborhood.

There are three types of family day care home arrangements that are authorized by the Florida Statutes (F.S.) and the Florida Administrative Code (F.A.C.). They are as follows:

- Registered Family Day Care Homes (s. 402.313, F.S.)
- Licensed Family Day Care Homes (s. 402.313, F.S. and 65C-20, F.A.C.)
- Licensed Large Family Day Care Homes (s. 402.3131, F.S. and 65C-20, F.A.C.)

## Registered Family Day Care Home

Registered homes are not licensed or inspected by the Department of Children and Families, however, they are required to provide the following information to the department on an annual basis:

- ✓ Name and address of the home.
- ✓ Name of the operator.
- ✓ Number of children served.
- ✓ Proof of a written plan to provide at least one competent adult to be available to substitute for the operator in an emergency.
- ✓ Proof of screening and background checks.
- ✓ Proof of completion of 30-hour training requirement prior to caring for children.

- ✓ Proof of 10-hour in-service training.

- ✓ Proof of completion of the required continuing education units or clock hours.

- ✓ Proof of completion of Registered Family Child Care Home Self-Evaluation Check list.

- ✓ Proof that immunization records of children are kept current.

- ✓ Comply with statutory capacity (s. 402.302 (7), F.S).

## Licensed Family Day Care Home

### Operator Requirements

- ✓ Good moral character based upon screening.
- ✓ Must be at least 18 years old.
- ✓ Must complete 30-hour family child care training (prior to caring for children).
- ✓ Must complete 10-hour annual in-service training.
- ✓ Must complete 0.5 continuing education unit or 5 clock hours of approved training in early literacy and language development birth to 5 years of age.
- ✓ Must be certified in first aid training and infant and child cardiopulmonary resuscitation.

### Capacity Requirements/Ratios

- ✓ Licensed capacity includes one of the following groups, including those children under 13 years old related to the operator:

- 4 children birth to 12 months; or
- 3 children birth to 12 months and other children for a total maximum of 6 children; or
- 6 preschool children if all are older than 12 months; or
- 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months.

**Note:** Twelve counties currently have ordinances requiring the licensing of all family day care homes. These counties are Alachua, Broward, Clay, Dade, Duval, Hillsborough, Nassau, Palm Beach, Pinellas, Polk, Sarasota, and St. John's. In the absence of an ordinance, licensure is voluntary.

## Licensed Large Family Child Care Home

### Operator Requirements

- ✓ Good moral character based upon screening.
- ✓ Must be at least 21 years old.
- ✓ Must complete 10-hours of Part II Child Care training within 6 months of licensure.
- ✓ Must complete 10-hour annual in-service training.

- ✓ Must complete 0.5 continuing education unit or 5 clock hours of approved training in early literacy and language development birth to 5 years of age.

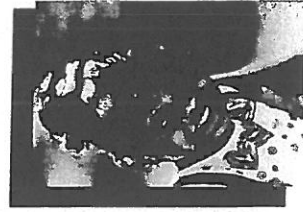
- ✓ Must have a Child Development Associate Credential (CDA) or equivalent for one year prior to licensure as a large family child care home.

- ✓ Must be licensed as a family day care home for 2 consecutive years in Florida prior to licensure as a large family child care home.

- ✓ At least one person must be on the premises during the hours of operation that is certified in first aid training and infant and child cardiopulmonary resuscitation.

### Capacity Requirements/Ratios

- ✓ Licensed capacity includes those children under 13 years old related to the operator and is as follows:
  - 8 children birth to 12 months; or
  - 12 children if not more than 4 children are under 24 months.



## Licensing Standards

Every licensed family day care home and large family child care home must maintain licensing standards that include, but are not limited to, the following:

- ✓ **General Requirements**
- ✓ Meet screening and background checks.
- ✓ Supervise appropriately; watch and direct children's activities.
- ✓ **Staffing Requirements**
- ✓ Must not be employed outside of home during hours of operation.
- ✓ Must provide a written plan to provide a substitute on a temporary or emergency basis.

### Health Related Requirements

- ✓ Animals and pets must be immunized.
- ✓ Toxic and hazardous materials and potentially dangerous items must be inaccessible to children.
- ✓ Must meet swimming pool and fencing requirements.
- ✓ Must have operable smoke detector and fire extinguisher.
- ✓ Nutritional food, if food is offered.
- ✓ Individually labeled towels and wash cloths.
- ✓ Diaper changing area cleaned and sanitized.
- ✓ Fully stocked first aid kit.
- ✓ Emergency numbers readily available including the Florida Abuse Hotline.
- ✓ Conduct monthly fire drills with children and have natural disaster plan.

### Health Records

- ✓ Maintain immunization, health records and children's health examinations.
- ✓ Maintain enrollment information and medical authorization.

## Parent's Role

The parent's role in quality child care is vital to its success. When looking for an appropriate provider that meets both your needs and the needs of your child, the following quality indicators should be considered:

### Quality Caregivers

- ✓ Greet the children when they arrive.
- ✓ Communicate with parents.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Are attentive to and interact with the children.

### Quality Environments

- ✓ Are clean, safe, and inviting.
- ✓ Provide an atmosphere that is bright and pleasant.
- ✓ Provide easy access to a variety of age-appropriate toys.

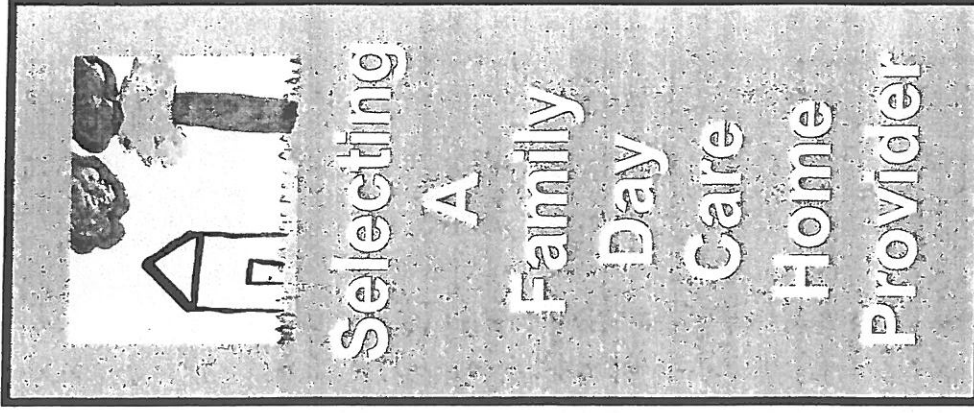
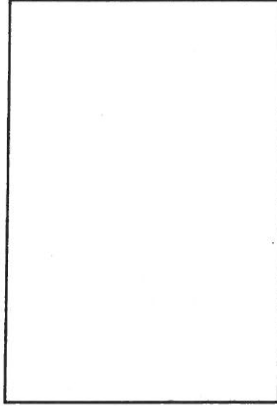
### Quality Activities

- ✓ Include social interchanges with all children.
- ✓ Provide a daily balance of play time, story time, activity time, and quiet time.
- ✓ Are appropriate for each age group.

To report non-compliance with state licensing standards, please contact your local licensing office.

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

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



CF/PI 175-28, 9/2007

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.313(9), F.S.

## General Requirements

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

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- 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:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - 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 children and staff.
- 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

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

### Record Keeping

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

### Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

## Quality Child Care

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

### 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 activities.
- 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 Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

### Quality Environments

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



## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

More  
information  
and free  
resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on    /   /   

License Expires on    /   /   

For more information regarding the compliance history of this child care provider, please visit:

[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFPI 175-24, 03/2014

This brochure was created by the  
Florida Department of Children and Families,  
Office of Child Care Regulation and Background Screening  
pursuant to s. 402.3125(5), F.S.,



# Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

**Florida Department of Health  
Child Care Food Program**

**Child Participation Form**

Name of Child: \_\_\_\_\_ Name of Facility: Victory PreSchool

Dear Parent:

Please fill out the following information so that your child may participate in the Child Care Food Program, which reimburses child care providers for serving nutritious, well-balanced meals to children in child care.

Check here and sign/date below if your child does not receive meals while in care

If child care hours are the same every day, please complete this chart.		
Day	Normal Hours in Care	Meals Normally Received While in Care
Mon – Fri	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input checked="" type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> PM Snack <input checked="" type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>

**OR**

If child care hours are <u>not</u> the same every day, please complete this chart.		
Monday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Tuesday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Wednesday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Thursday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Friday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Saturday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>
Sunday	a.m. _____ a.m. p.m. to _____ p.m.	Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Eve Snack <input type="checkbox"/>

Check here and sign/date below if your child has no regularly scheduled hours of care

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_





Child's Name: \_\_\_\_\_ Center Name & Address: Victory Preschool-110 Masters Dr. St. Aug. FL 322  
 Please read the instructions and accompanying Parent Letter before completing this form. If you need assistance completing this form, call: (904) 810-0534

**STEP 1: Complete the following table for all INFANTS and CHILDREN through age 18 that reside in the household, even if not related. (include child listed at top of form)**

Child's Name (Last Name, First Name)	Date of Birth	Attends this center? (circle)	Foster Child? (circle)	Migrant? (circle)	Homeless/Runaway? (circle)
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No

**STEP 2: Do any household members (children or adults) receive Food Assistance Program (FAP/SNAP) or Temporary Assistance for Needy Families (TANF) benefits?**  
 If NO, go to STEP 3. If YES, enter one of the following case numbers, then go to STEP 5.

FAP/SNAP Case Number: \_\_\_\_\_ or TANF Case Number: \_\_\_\_\_

**STEP 3: Children's Income Information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)**

Children's Income - sometimes children earn or receive income. Enter the total income received by all children listed in STEP 1, then check how often the income is received.

Children's income - Total: \$ \_\_\_\_\_ How often received? (check only one):  Weekly  Bi-Weekly  Twice a Month  Monthly  Annually

**STEP 4: Household income and adult household member information (see reverse side for what types of income to report) (skip this step if you listed a case # in STEP 2)**

Adult Household Members and Income - list all adult household members (age 19 and up) even if they do not receive income. For each adult, list the total gross income (before taxes & deductions) from each source in whole dollars only (no cents) and how often it is received (i.e., weekly, bi-weekly, twice a month, monthly, or annually). For an adult that does not receive income from any source, write "none" or "0." If you enter "none" or "0," leave any income fields blank, you are certifying that there is no income to report.

Adult Household Member's Name (Last Name, First Name)	Earnings from Work (\$ Amount / How often?)	Public Assistance/Child Support/Alimony (\$ Amount / How often?)	Pensions/Retirement/All Other Income (\$ Amount / How often?)
	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually
	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually	\$ _____ / Weekly Biweekly Monthly / Twice a Month Annually

**STEP 5: Contact information and adult signature**  
 By signing below, I am certifying (promising) that all information on this application is true and that all income is reported. I understand that this information is being given in connection with the receipt of federal funds and that institution officials may verify (check) the information. I am aware that if I purposely give false information, I may be prosecuted under applicable state and federal laws.

Home address (if available): \_\_\_\_\_ Daytime phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Signature of adult household member: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date signed: \_\_\_\_\_  
 Street Address, City, State, Zip Code

**OPTIONAL: Child's ethnic and racial identities.** We are required to ask for information about your child's ethnicity and race. This information is important and helps make sure that we are fully serving the community. Responding to this section is optional and does not affect your child's eligibility for free or reduced-price meals.

Race (check one or more):  American Indian or Alaskan Native  Asian  Black or African American  Hispanic or Latino  Not Hispanic or Latino  White

**FOR CONTRACTOR USE ONLY:**  
 Categorical Eligibility:  FAP/SNAP or TANF Household  Foster Child  Non-neediness  Non-neediness  Non-neediness  Non-neediness

Eligibility Determination:  Free  Reduced-Price  Non-neediness  Non-neediness  Non-neediness

NOTE: If different income frequencies are listed, convert all income to an annual amount. Annual Income Conversion: Weekly x 52, Biweekly x 26, Monthly x 12

Reason for Non-neediness Status:  Income too High  Incomplete Application  Other Reason: \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 6/2019 Page 1 of 2 Second Party Check Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Children's File Check List

Child's Name: \_\_\_\_\_

Date	Checklist Items Needed
	Copy of Birth Certificate
	Immunization Form
	Physical
	Enrollment Forms
In Binder	Accident / Incident Reports
	Password Codes For Children Pickup
	Meals and snacks List (Signed by Parent/Guardian)
	Correspondences with Parents
	Parent Agreement

