



**“We educate to positively impact each of our children”**

**ENROLLMENT LIST**

- 1. Completed Application – Aplicación
- 2. Immunization. – Vacunas
- 3. Physical – Físico
- 4. Birth Certificate – CERTIFICADO DE NACIMIENTO
- 5. I.D COPY. – COPIA DE LICENCIA DE CONDUCIR U OTRA IDENTIFICACION
- 6. ELC Certificate is applicable– CERTIFICADO DE ELC
- 7. Allergie and Hospital Name –ALERGIA Y HOSPITAL DE PREFERENCIA
- 8. Pick up List – PERSONAS AUTORIZADAS A RETIRAR LOS NINOS
- 9. Know and Influenza virus-Conociendo mi Escuela e Influenza
- 10. Discipline Policy: Póliza Disciplinaria
- 11. Special food related activity, Rilya Wilson- Actividades especiales
- 12. Food program Form: Aplicación para la comida
- 13. Registration Fee – Cuota de inscripción
- 14. Frog Street Curriculum
- 15. Calendar and Parent Handbook – CALENDARIO Y MANUAL DE PADRES
- 16. Center Tour – Recorrido en el Centro
- 17. Procure Information

**Bring for the first day:**

Blanket and Crib sheet  
2 Extra clothes  
20 Diaper and Wipes  
3 Bottle with caps Infant only  
Diaper cream with doctor note



## ENROLLMENT INFORMATION

### Student Information:

Date of Enrollment: \_\_\_\_\_

Full Name \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Legal custody: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ FL. Zip \_\_\_\_\_

Day of the week in care: M T W T F Hours of care from: \_\_\_\_\_ to \_\_\_\_\_

❖ Copy of custody papers must be on file at SLC **Child live with:** \_\_\_\_\_

### Parent /Guardian Information

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Pick -Up Authorization/Emergency Contacts

Child will be released only to the custodial parent(s) or legal guardian(s) 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 parents or legal guardian(s) cannot be reached and need photo Id:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Medical Alert

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#: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Participant in the food program: yes \_\_\_ No \_\_\_

Medical Conditions/Treatments: \_\_\_\_\_ Special need: \_\_\_\_\_

Allergy: \_\_\_\_\_ Special Diet: \_\_\_\_\_

## Emergency Medical Release

This is to certify that I voluntarily furnished medical and insurance information on the above designated child to Sunflower Learning Center. I hereby request that in the event that I, or the people I designate for an emergency, cannot be reached in timely manner, that an official representative of Sunflower Learning Center will seek first aid or emergency medical care for my child including transportation them to the nearest emergency facility available. I further give my consent to any emergency facility and physician to administer necessary medical treatment to my child if I am unable to be reached or the situation necessitates immediate treatment. I also understand that any medical expenses of the above designate child are the sole responsibility of the parents/guardian.

### Discipline Policy:

At Sunflower Learning Center it is our belief that the goal of discipline is to help the young child identify their feelings and gain inner self control, so they become aware of what is acceptable behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem and support a safe environment. The family and their companion must have a respectful behavior if they don't follow the rules, we can terminate their children from the Center.

### Education & Redirection:

In the event that a child is having difficulty following the rules or is being disruptive in the classroom, the child will be redirected by a teacher to a more appropriate activity. If redirection is not effective, or if the child is exhibiting behavior that may be dangerous to himself or others, it may be necessary to remove the child from the group.

No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

**Photo Release:** I \_\_\_\_do/\_\_\_\_ do not give permission for my child to be photographed at SLC. I understand these pictures may be displayed at certain school events, decorations, advertising/website, social school page and promotional reasons.

**Diaper Cream//Sunscreen:** I \_\_\_\_ do/\_\_\_\_do not give SLC permission to apply diaper cream and or sunscreen on my child if necessary.

**Uniform Policy:** The Polos green with the school logo and the pant or dress beige or dark blue.

**Initial below indicates that you have received the below items.**

DCF 175-24 "Know Your Child Care Facility" I acknowledge receipt of the DCF brochure \_\_\_\_\_

DCF "Handbook" I acknowledge receipt of the handbook with food and disciplinary action \_\_\_\_\_

DCF 175-70 "The flu" a Parent's guide": I acknowledge receipt of the DCF Influenza brochure. \_\_\_\_\_

### Please Indicate Program you prefer:

- |   |                                  |               |
|---|----------------------------------|---------------|
| <input type="checkbox"/> Infants (6 wks.-18 months)       | ____Full time                    | ____Part time |
| <input type="checkbox"/> Toddler (19mon.-36 month)        | ____Full time                    | ____Part time |
| <input type="checkbox"/> Preschool (3 years -4 years old) | ____Full time                    | ____Part time |
| <input type="checkbox"/> VPK 4yrs before September 1st    | ____Wrap around 7:30am to 5:30pm | ____3hrs VPK  |

## Developmental Screening Concern Form

The State of Florida requires that children birth through five years old in School Readiness programs be provided a developmental screening (House Bill 7165). The screening focuses on physical, language, cognitive, and social and emotional development. The results from the screening will be used to implement learning activities to support your child's development. Based on the screening results, you may also have an opportunity to receive a referral for additional services.

The screening results for your child will be made available to you, your child care provider, and shared with programs that are funded by Florida's Office of Early Learning and the Children's Services Council of Palm Beach County and the two organizations themselves as necessary. Please be aware that one of the funded programs is Home Safe and they may be contacting you. If you have any questions or concerns, you may contact your childcare provider.

By completing this form and signing below, I am indicating that I understand the results will be shared with the programs/organizations identified above. This consent to the developmental screening process and the sharing of results is valid throughout the duration of receiving School Readiness funds and/or Scholarship program services.

I   do/  do not give permission to SLC provided a developmental screening to my child and shared with the mentioned agencies.

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

\_\_\_\_\_  
Child name

\_\_\_\_\_  
Date

**VPK attendance policies:** Only for 4yrs old before Sept. 1st

Early Learning Coalition/VPK Coalition must approve any class transfers prior to any schedule change. Students are required to be in attendance on their selected schedules in accordance to Voluntary Pre-Kindergarten Attendance Policy.

**I do/ do not have received a copy of the Voluntary Pre-K Attendance Policy.** My child's enrollment will be terminated if my child is absent for 10 consecutive days, and I have failed to contact the school. All of the VPK students attending Sunflower Learning Center are tested upon entering kindergarten; my child's lack of attendance will affect the Kindergarten Readiness Grade given to the school. Attendance is an important factor regarding my child's ability to be "ready for kindergarten".

Sunflower Learning Center will be operating a voluntary Pre-kindergarten (VPK) class is 3hrs per day, 5days per week for the total of 180 days 540hrs. All enrolled families received a VPK calendar showing the scheduled days off during the year. For the 2022/2023 school year the VPK class starts on 8/10/2022 and the last day will be 6/5/2023. Attendance during the scheduled Instructional days is of the utmost importance.

To remain in the VPK program. Not only is funding for Sunflower Learning Center linked to attendance, but regular attendance will also Assis with your child's success when they

enter to kindergarten. You will be required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

**Tardiness:**

Arrival for the VPK program is between 8:30am and 11:30a.m. VPK arrivals are to be signed in at the binder and computer. The earliest time arrivals will be accepted in the classroom is 8:25a.m. The instructional day starts at 8:30a.m. and all children are expected to be in place and ready to start the day. **Arrivals after 8:30a.m.** are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be “running late”, but more than twice a month will not be acceptable and will be cause for termination from the VPK program. **Late Pick Up:** The VPK program ends at 11:30pm. A late fee of \$ 5.00 will be assessed if your child is not picked after 11:45am. An additional fee of \$10.00 will be assessed for each additional 15minutes if a child is still in attendance and not enrolled in the wrap around program. The wrap around is \$180.00 dollars weekly.

**Absence:**

Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed 5 absences per month. Any absences beyond those require a written note from the parent for one of the following reasons: Illness or injury of the child or the child’s family member which required hospitalization or bed rest, Physician or dentist appointment infectious disease or parasitic in gestation, Funeral service, memorial service, upon the death of the child’s family member. Compliance with a court order (visitation, subpoena) Special education or related services for a child’s disability Observance for a religious holiday or service Family vacation, not to exceed 5 excused absences per program year.

**Please note:**

Absences of 5 consecutive instructional days will be considered a WITHDRAWAL from the VPK program at Sunflower Learning Center.

Sunflower Learning Center will allow one document 5-day absence during the 14-days instructional period. Documentation must be submitted in advance, explaining the reason for the 5-day absence, and be dated and signed by the child’s legal custodial adult. Verifying your child’s attendance and absences: The Sunflower Learning Center office staff will ask you to sign the OEL VPK (SHORT OR LONG) VERIFICATION FORM at the end of each month. You will be given a form to confirm your child’s attendance for the month. Your signature on this form will not only verify the attendance, but also direct the Early Learning Coalition of Palm Beach County to direct payment for the month’s VPK program for your child to Sunflower Learning Center, and that you continue to choose Sunflower Learning Center to provide your child’s VPK program for the upcoming month.

To participate in the VPK Program at Sunflower Learning Center, I agree to comply with the terms of this Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

\_\_\_\_\_ **Child Name:**

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

\_\_\_\_\_ **Parent or custodian Print name:**

\_\_\_\_\_ **Parent or custodian Signature:**





## Sunflower Learning Center Parent Agreement/Contract

1. I hereby agree to comply with rules, regulations and policies of SLC. I agree that SLC has the right to terminate my child at any time during his enrollment.
2. I understand that I must provide a physical exam and immunization record before child's start date. Your child's physician will provide the proper forms required by the state of Florida. I will provide a new physical exam form and immunization record when it expires.
3. I agree to pay a non-refundable registration fee of \$250 per family or \$100 per child. I understand that if a registration fee is waived, a non-refundable week of tuition will be paid in place of the promotional registration fee. I understand that a regular amount of registration fee is due every year thereafter.
4. I agree to pay a weekly tuition fee of \$ \_\_\_\_\_ TO BE PAID IN ADVANCE ON FRIDAY and no later than next business day, if a payment has not been received by next business day, I understand an automatic late fee of \$10 will be paid every day after. I also understand that if the full balance is not received within three days, my child will not be able to return to school. I understand that my account will be considered not satisfied and will be sent to collections along with an additional (2) weeks withdrawal fee from the program added to the balance due. I understand that if I have a subsidized state contract, which for whatever reason is cancelled, expired or not paid, I am responsible for the amount not paid by the state program.
5. SLC has a strict "NO ADMITTANCE" Tuesday policy. If tuition is not paid by Tuesday morning or next business day, your child will not be allowed in school unless full payment is received.
6. I agree that no credit or makeup days will be granted for absences, illnesses, vacations, emergencies, weather related emergencies or holiday closings. Full tuition is always due "No exceptions" will be made. SLC will grant one free week of vacation after one consecutive year of enrollment at SLC (Child must not be present during this week's vacation)
7. I agree that if I pick up my child after his or her scheduled program time, a late fee of \$ 10 is calculated for any part the first 5 minutes and additional \$ 5 per next 2minute for any part thereafter. Repeated failure to pick up your child on time can result in enrollment termination.
8. I agree to notify the center in writing two weeks in advance, if I choose to withdrawal my child for any reason or pay the 2 Weeks's difference and any prior balance owed.
9. I agree not to bring my child to school if he/she is showing any signs of illness. I understand that if my child is showing signs of illness. I must have set arrangements for a quick pick up. I agree to keep my child out the school for not less than 24 hours after child was sent home sick. I agree that I must provide SLC with a doctor's note authorizing child to return to school free of illness with a return to school date on note.
10. I understand SLC has a strict mandatory uniform policy for children ages 3-year-old and older and must be followed every day. T shirt will be sale at the school \$13.00 each.
11. I agree to pay all the cost and expenses incurred by the center, including court cost and reasonable attorney fees, if it becomes necessary to take actions and enforce this agreement.
12. I understand that I will not be permitted to drop off my child after 9:00 AM. I need to call first.
13. Parent Handbook: I agree to all of the above-mentioned policies as well as those set forth in Sunflower Learning Center's Parent handbook/Guide of which I have received a copy.
14. ELC Extended Absence Note: Absences beyond 3 days each month must be accompanied by doctor's note by the end of the month. I not received; your account will be billed the private rate for extra days.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Administrator Signature

\_\_\_\_\_  
Date

## Policy by Conscious Discipline

An important part our program and curriculum are positive guidance. We utilize Conscious Discipline practices, by Becky Bailey, a longtime leader in the Early Childhood social-emotional learning. It transforms daily conflicts into opportunities to teach critical life skill to children are taught the importance of self-regulation, respect, treating others with care. It is our belief that the goal of discipline is to help young children identify their feelings and gain inner self-control, so they become aware of what is acceptable behavior. Our staff is trained in Conscious Discipline, and we try to foresee and prevent problem by structuring an appropriate environment and setting limits and using the skills and taught in Conscious Discipline. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. Please see administration for more information, and things you can do at home as parents using this program. We aim to teach the children proper behavior does not punish the child for undesirable behavior. If a child displays an unprovoked act of aggression, kicking, punching, hitting, etc., toward another child or staff, we will immediately contact the parent. Our policy as part of Conscious Discipline is to never spank, threaten or scold a child in any event.

At sometimes children will exhibit severe behaviors that cannot be managed in the classroom setting. Severe behavior is danger to self or others; consistent disruptive behavior that interferes in classroom activities. In these types of situations, the parents will be contacted. The parents will need to meet with the teacher and/or director to discuss the situation and appropriate measures. Behavior that is chronically unacceptable may be indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services. If the Schools procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, the School Director reserves the right to temporarily or permanently remove a child from the Center.

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Parent or Custodian Parent Name

Parent or Custodian Parent Signature

Date

**FROG STREET'S EARLY CHILDHOOD PROGRAMS ARE BUILT ON FOUR KEY CORNERSTONES:**



IN CASE OF EMERGENCY

Hospital Name \_\_\_\_\_

Physician Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Health Insurance: \_\_\_\_\_

## Holidays 2022-2023

4 <sup>th</sup> of July	July 4, 2022
Teacher's Workday	August 5, 2021
Labor Day	September 5, 2022
Thanksgiving	November 24-25, 2022
Winter Break	December 26-30, 2023
Good Friday	April 7, 2022
Memorial Day	May 29, 2022