

Greater Little Rock Pre-School CHECKLIST FOR STUDENT ENROLLMENT

- Pre-Registration Form
- Child's Personal Information
- Child Care Application for Enrollment
(State form CF-FSP 5219)
- Guidance Policy (Disciplinary Practice)
- Touch Policy
- Parent Contract
- Influenza Virus Pamphlet (Signed)
- Parent Handbook (Signed)
- Permission for Food-related Activities & Special Occasion
Food Consumption
- DH Form 680 Florida Certification of Immunization
(Blue – within 10 days of enrollment)
- DH Form 3040 Physical Form
(Yellow – within 10 days of enrollment)
- Birth Certificate (within 10 days of enrollment)

PRE-REGISTRATION FORM

Child's Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Legal Guardian #1: _____ Relationship: _____

Address: _____

Home Phone: _____ Business: _____ Other: _____

Parent/Legal Guardian #2: _____ Relationship: _____

Address: _____

Home Phone: _____ Business: _____ Other: _____

REQUESTED DAYS OF ATTENDANCE

Days: M T W TH F Hours: _____ a.m. _____ p.m.

Requested start date: _____

HOW DID YOU LEARN ABOUT "THE GLR PRE-SCHOOL"

Personal referral/If so, who? _____

Newspaper _____ Radio _____ Other _____

Thank you for this information!

PLEASE INCLUDE THE NON-REFUNDABLE \$35 REGISTRATION FEE WITH THIS FORM.
THIS FEE WILL SECURE YOUR CHILD'S NAME ON OUR WAITING LIST.

CHILD'S PERSONAL INFORMATION

(The following information helps us to meet the developmental needs of your child)

Date of enrollment: _____

Date of withdrawal: _____

Child's Name: _____

Sex: _____

Birth Date: _____

Nickname: _____

Language other than English spoken: _____

Names/ages of other children in the family:

Is the child toilet-trained? _____ Describe toilet assistance needed _____

Special considerations (fears, dislikes): _____

What are your child's favorite activities? _____

Previous group experience: _____

Does your child accept positive guidance easily? _____

Does your child enjoy books? _____ Singing songs? _____

Child-preferred toys: _____

Child preferred foods: _____

Parent(s)/Guardian(s) comments (special information that will you're your child)

(Parent/Guardian signature)

Date



State of Florida
Department of Children & 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 contract 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#

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 disciplinary practices used by the child care facility, **or**

Section 65C-10.010(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

The GLR Pre-School

“Guidance Policy”

Youth children need a safe, positive and consistent environment. In order to provide this for all children, the following GUIDANCE POLICY will be followed. Please refer any questions or comments to the Director.

When prevention strategies are used within the classroom, there will be fewer disputes and conflicts. The following are some problem prevention strategies that are used in our classroom:

- Caregivers keep expectations for the behavior developmentally appropriate
- There are many choices for play available
- Caregivers set clear limits for children’s behavior
- A consistent daily routine is established
- Caregivers model respectful ways of interacting with others and using materials
- Daily transitions are planned for
- Caregivers encourage and model “I” statements

If a dispute or conflict arises, Caregivers will use the following conflict resolution steps:

- 1) Approach the situation calmly
- 2) Acknowledge the feelings of all children
- 3) Gather information about the conflict
- 4) Restate the problem
- 5) Ask for ideas for solutions and choose one together
- 6) Be prepared to give follow-up support

If a child continues to act in an inappropriate manner that endangers him/herself or others in the classroom, appropriate measures will be taken. Appropriate measures may mean removing the child from the classroom. The Parent/Guardian will be notified if the behavior becomes disruptive and hinders the operation of The GLR Pre-School, and the child will be subject to dismissal from the program.

THE USE OF PHYSICAL PUNISHMENT IS NOT PERMITTED IN THE GLR PRE-SCHOOL BY ANYONE INCLUDING THE PARENT/GUARDIAN.

I HAVE READ AND UNDERSTAND THE GUIDANCE POLICY.

(Printed Name of Parent/Guardian)

(Date)

(Signature of Parent/Guardian)

(Date)

Greater Little Rock Pre-School

TOUCH POLICY

Purpose: To establish an installation touch policy for implementation in the Pre-School setting.

Policy: This Pre-School Program's touch policy is based on the premise that positive physical contact with children is absolutely necessary for their healthy growth, development and guidance, whereas, "no touch", under any circumstances creates a stark and unacceptable atmosphere for young children. Based on the premise, individuals involved in direct care will provide a positive physical contact (appreciate touch) and refrain from inappropriate touch. Children will always have the option to refuse touch, except in case of danger to other children or to the child him/herself.

Clarification of Terms

- A. Appropriate touch involves:
 - 1. Recognition of the importance of physical contact to child nurture and guidance.
 - 2. Adult respect for personal privacy and personal space of children.
 - 3. Having the permission of the other for touch.
 - 4. Responses affecting the safety and well-being of the child (i.e. holding hand when crossing the street; holding the child gently but firmly during a temper tantrum.
 - 5. Role modeling of appropriate touch by direct care staff.
- B. Examples of appropriate touch are:
 - 1. Hugs, holding hands and lap sitting as expressions of affection to build self-esteem or when the child needs to be comforted.
 - 2. Reassuring touch on the shoulder to show approval or provide support.
 - 3. Naptime back rubs to relax tense child.
 - 4. Assistance in toileting for children when needed.
- C. Inappropriate touch may involve any or all of the following:
 - 1. Coercion (physical or emotional) or other forms of exploitation of the child's lack of knowledge.
 - 2. Disregard for safety and well-being of the child.

3. Failure to respect the child's right to personal privacy and space or to refuse touch from an adult.
4. Satisfaction of adult needs at the expense of the child.
5. Attempts to change child behavior with adult physical force, often, applied anger.
6. Reinforces with children the concept of "striking out" to respond to a problem.

D. Examples of inappropriate touch are:

1. Forceful holding of a child in a chair or squeezing a child's hand with sufficient force to cause pain as a way to change behavior.
2. Force good-bye kisses or kissing on the lips.
3. Corporal punishment (spanking).
4. Sexual exploitation (fondling or molestation).
5. Hitting or in any way physically assaulting a child.
6. Prolonged tickling.
7. No squeezing of face as in "LOOK AT ME!"

I HAVE FULLY READ AND UNDERSTAND THE "TOUCH POLICY" AND AGREE.

Signature

Date

Greater Little Rock Preschool

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 at GLR Preschool or until changes are made in writing by completing an updated form.

Parent's Signature: _____

Parent's Printed Name: _____

Date: _____

PARENT CONTRACT

I understand and agree that as long as my child(ren) _____ is/are enrolled in The GLR Pre-School (RCDC),

I will:

▶ pay a total biweekly or weekly in the amount of \$_____ which is based on The GLR Pre-School fees. Accounts must have a zero balance by close of business Monday, or a late fee of \$10.00 will be assessed on all accounts.

▶ need child care services from _____ a.m./p.m. to _____ a.m./p.m. Circled day(s) is/are requested: M T W TH F. I will pick up my child(ren) at the end of my contract time unless prior arrangements have been made.

▶ pay a service charge of \$25.00 for returned checks.

▶ be given no adjustments for holidays and sick days. If my child(ren) is/are absent for more than two (2) weeks without notice, or payment is not made as specified, my child(ren) will be discharged and re-enrollment will depend on space available and/or payment fees.

▶ pick up my child(ren) that is/are showing symptoms of illness/disease or temperature. Prescription medication will only be given by The GLR Pre-School. *Children who are sent home ill must be free of all symptoms for 24 hours before returning to The GLR Pre-School.*

▶ provide two-week notice prior to withdrawal and ensure that my account is paid in full before discontinuing service. Vacation/Withdrawal Forms are available.

▶ provide The GLR Pre-School daily with a telephone number where I can be reached in the event of any emergency. No child will be released to anyone not on file as an emergency contact.

I hereby certify that I have read and understand the Parent Handbook and agree to the rules.

Signature of Parent/Guardian

Date

Signature of Director

Date

The Greater Little Rock Pre-School Fees – Effective July 1, 2016

Age Group	Weekly	3-Days	2-Days	Daily
Infant	\$139.50	\$83.70	\$55.80	\$27.90
Part-time	\$105.25	\$63.15	\$42.10	\$21.05
1 year old	\$128.50	\$77.10	\$51.40	\$25.70
Part-Time	\$97.00	\$58.10	\$38.80	\$19.40
2 years old	\$117.50	\$70.50	\$47.00	\$23.50
Part-time	\$88.75	\$53.25	\$35.50	\$17.75
3 year old	\$110.50	\$66.30	\$44.20	\$22.10
Part-Time	\$83.50	\$50.10	\$33.40	\$16.70
4 years old	\$107.50	\$64.50	\$43.00	\$21.50
Part-Time	\$81.25	\$48.75	\$32.50	\$16.25
5 years old	\$107.50	\$64.50	\$43.00	\$21.50
Part-Time	\$81.25	\$48.75	\$32.50	\$16.25
School-Age	\$97.50	\$58.50	\$39.00	\$19.50
Part-Time	\$73.75	\$44.25	\$29.50	\$14.75

*Part Time hours are five (5) hours or less

*Hourly rate is \$5.00 per hour

Due to the rapid rise in labor and operating costs, we find it necessary to increase our rates. The rates will vary according to the age of the child. We offer highly qualified staff and use the best materials available to ensure that your children will be given the best care possible. We appreciate your confidence in us and look forward to a continuing friendly relationship. Should you have any questions, please call the Center Director at 850-433-9476.

THE GLR PRE-SCHOOL
SCHOOL BOARD OFFICERS AND MEMBERS

Headmaster

Lonnie D. Wesley, III – Pastor

President

A. Linda Parker

Secretary

Tasha Wilson

Business Administrator

Bruce Hemphill

Center Director

Dierdre Patton

Members

Cathy Brown

Mabeline James

Beatrice Hicks

Dorothy Robinson

LaTonya Wesley