



Where Children Grow in Christ

**Parent handbook &  
Student file forms**

**2018-2019**

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Where Children Grow in Christ.

# WELCOME

Welcome to FT Caroline Baptist Academy. This handbook has been written to describe our program, policies and the myriad of practical details that go into making each school day as happy and successful as possible. **Please review it and keep it for reference, as it will answer many of your questions.**

Dear Parent,

Thank you so much for the opportunity to stand with you in your journey of parenting. I can't think of another task in life that is both a wonderful privilege and an awesome responsibility. The gift of life is truly sacred, and at Fort Caroline Baptist Academy, we approach your choice of us with that level of trust.

We recognize that you have many options for your child's education in our community. We value your confidence in us and want to assure you that we will endeavor to live up to it. Our tradition in providing quality, Christian education is a strong one, and we take great pride in it.

As you have looked to us for your child's educational needs, I would invite you also to give prayerful consideration to exploring the possibilities of our larger church's ministry to your family. If you're not already involved in a local community of faith, we want you to know that we have a place for everyone in your family here at Ft. Caroline Baptist.

Thank you again for choosing Ft. Caroline Baptist Academy. We look forward to the days ahead and the opportunities we will have to partner together in your child's physical, mental, emotional and spiritual development. Don't hesitate to let us know how better we can serve you in these respects.

Sincerely,

*Evelynn Livingston*

The preschool program at Ft. Caroline Baptist Academy, 11428 McCormick Road, Jacksonville, Florida 32225, is licensed by the Department of Children and Families and has been inspected and approved by the Jacksonville Fire Department. We also comply with the requirements of the Guiding Stars of Duval.

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# Section 1 – About FCBA

## 1.1 OUR PHILOSOPHY

- ◆ Your child will learn by hands on experiences in centers throughout their class room.
- ◆ Your child will experience and learn foundational truths of the Christian faith in an age appropriate manner
- ◆ Your child will work with paints, clay, crayons, blocks and other manipulative materials.
- ◆ Your child will visit with community helpers.
- ◆ Enjoy stories, poetry, dramatization, and books.
- ◆ Learn to share, take turns, plan work, think and reason as he or she works and plays with others.
- ◆ Learn to respond rhythmically to music, singing new songs and listening to different kinds of music an enjoy movement to music.
- ◆ Acquire good health and hygiene habits
- ◆ Explore letters, numbers, math concepts, language arts, science activities, and social studies all within a developmentally appropriate atmosphere.
- ◆ Partner with families and provide family fun events to enjoy with your child.
- ◆ The teaching staff at Fort Caroline Baptist Academy will plan and prepare each and every day for your child's development.

## 1.2 OPEN DOOR POLICY

FCBA maintains an open door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center.

In situations where there is custody or domestic issues the following will apply:

- ◆ The center must be provided with the most recent certified copy of court order and any amendments to the order, i.e. custody order, restraining order, or a protection order from abuse.
- ◆ The center will follow the orders of the court. Deviations from the court order will only be made if there are written instructions from the custodial parent/s (joint custody will require both parent signatures).
- ◆ If there is not a copy of a court order or a copy has not been provided to the center then both parents will have equal access to their child. By law the center may not deny access to child by parent without a court order.
- ◆ If there is a verbal or physical conflict the Center will contact the police.

## Section 2 – FEES

### 2.1 Tuition and fees

# of children/ # in class staff	Age Group– must be age by Sept 1st	Days available	Registration fee Due with the application. Non refundable	Supply Fee- due each year in June	Equal Monthly payment	Tuition based on total days attended throughout year
8 students/2 staff	Two day 2's	T & TH 8:30 – 11:30 a.m.	\$100	\$100	\$250pullups/ \$230underpants	\$2500pull ups/ \$2300 underpants
8 students/2 staff	Three day 2's	M, W, F 8:30 – 11:30 a.m.	\$100	\$110	\$305pull-ups /\$285underpants	\$3050pull ups/ \$2850 underpants
8 students/2 staff	Five day 2's	M-F 8:30 – 11:30 a.m.	\$100	\$120	\$540pull- ups/\$525underpants	\$5400 pull ups/ \$5250 underpants
12 students/2 staff	Two day 3's	T & TH 8:30 – 11:30 a.m.	\$100	\$100	\$215	\$2150
12 students/2 staff	Three day 3's	M, W & F 8:30 – 11:30 a.m.	\$100	\$110	\$250	\$2500
12 students/2 staff	Five day 3's	M – F 8:30 – 11:30 a.m.	\$100	\$120	\$395.	\$3950
Up to 16 students/2 staff	VPK	M - F 8:30-11:45 a.m.	Certificate of Eligibility required	Asked to bring in supplies.	State funded	State pays
Up to 18 students/2 staff	VPK	3 day class T, W, TH 8:30-1:30 p.m.	Certificate of Eligibility required	Asked to bring in supplies.	State funded	State pays
4 or 5 year olds	We accept on a case by case basis.	M-F 8:30 – 11:45 a.m.	\$100	Asked to bring supplies	Parent fee paid \$395	\$3950

Lunch Bunch extends your child's day from the end of class until 2 p.m. – Not available for Children who require a nap or in VPK E.

5 days per week \$150 per month

4 days per week \$140 per month

3 days per week \$130 per month

2 days per week \$120 per month

Occasional stay \$20 per day

**Lunch Bunch program will not begin until the 1st day in September**

## 2.2 Multiple Child Discounts

FCBA bases tuition and fees on a per child basis; in order to maintain our low teacher/child ratios we do not offer reduce tuition.

## 2.3 Late Payment Policy

**Monthly tuition is due by the 5<sup>th</sup> of the month.** If your tuition is not paid in full on the 5<sup>th</sup>, a late fee of \$25 will be added to your child's account.

## 2.4 Registration Fees

A \$100 **non-refundable** registration fee is payable at the time of enrollment. Registration fees are not refundable under any circumstances. If you choose to enroll in our "Lunch Bunch program" There is a \$35 registration fee.

## 2.5 Supply Fees

A supply fee is due annually on June 1st. Any child who is enrolled after the 5<sup>th</sup> month of school will receive a 50% reduction in supply fee. VPK students are asked to bring in a list of suggested donated supplies.

## 2.6 Checks and Returned Check Fees& online payments

Checks are gladly accepted as long as they are drawn on a local bank and the date on the check is the same date the check is written. **Postdated checks will not be accepted.**

In the event your check is refused for payment or returned there will be a Non-Sufficient Funds (NSF) fee assessed in the amount of \$40. Once a check is returned for NSF, checks will no longer be accepted as a form of payment at the center. In addition, child care will be suspended until all fees are paid in full. We offer an online payment through on website at [www.fcbajax.com](http://www.fcbajax.com); however all payments made online will be assessed a 3% convenience fee.

## 2.7 Late Pick Up Fees

**Children left past carpool time for their child's class or 2 p.m. for lunch bunch children will incur a \$1.00 late fee for every 1 minute thereafter.** We will give a 5 minute grace period. These fees will be billed within 5 days and are due upon receipt of bill.

## 2.8 Holidays

**PLEASE NOTE AND UNDERSTAND:** The monthly tuition payments are the total annual tuition divided into ten payments. Therefore, if there are less school days in a particular month, as in December, you are still obligated to pay a full monthly payment. Tuition and lunch bunch fees are paid in full each month and will not be discounted. All credits will be applied to the following month's tuition or fees. If there is still a credit after the last months fees are paid, we will refund the amount to the custodial parent.

## SECTION 3 – ATTENDANCE AT FCBA

### 3.1 Arrival at FCBA

FCBA provides carpool for our students. We begin carpool at 8:20 a.m. daily; please pull into the carpool line and wait for a staff member to open your car door and remove your child. No child should ever exit a vehicle without a staff member present. Please refer to map that will be attached to the carpool card for traffic flow during carpool. If you wish to park and walk your child to class you must pull into a parking space. You are asked to walk on the sidewalks and avoid walking through the carpool loop. Carpool closes promptly @ 8:40 a.m.; after that time you will need to walk your child to class. **Drop off is not a time to conference with teachers. If you need to speak with your child's teacher, please schedule a time convenient to both parties.**

### 3.2 Special requests

**(Dietary)** Modest accommodations will be made for children with food allergies with a note from your child's pediatrician.

**(Teachers/or classmates)** We accept request and will make every effort to honor request, however we cannot guarantee. Children's placement will be at the Director's discretion.

### 3.3 Absences

Parents are requested to notify FCBA if a child will not be in attendance for a period of time, such as a family vacation. **Parents are required to notify the center if their child is ill by 9:30 a.m.** This notification will assist the center to track any illnesses that may occur at the center. Information regarding illnesses will be shared on a need to know basis. If you do not call or email, you will receive a call from our staff to check on your child.

### 3.4 Illnesses

Parents are requested to notify the Center Director if their child has a communicable disease so that parents of children in the classroom/center may be notified. Only information about the communicable disease will be shared. The center will follow the center's Confidentiality Policy and procedures.

The center conducts a health check on each child upon arrival to the classroom. A child may not be accepted into the center if staff deems the child is too ill to attend or is contagious. If a child becomes ill during the school day and you will be expected to come and pick your child up within a reasonable amount of time. **(Within 30 minutes of the call.) See section 5.10**

### 3.5 Termination (expulsion or suspension)/Withdrawal from FCBA

The center reserves the right to terminate child care services at any time, with or without cause. Child Care services may be terminated for willful destruction of property, if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the Center Staff, insufficient funds that are not repaid promptly, refusal to follow center policies. We may ask that a child be picked up and kept home for a period of time if behaviors that are a problem continue after all discipline procedures have been exhausted.



Thirty days written notice is required from parents that are withdrawing their child from the center. Parents are responsible for any fees if proper notification is not provided.

Any past due balances are due on last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

In the event that a child is absent for two consecutive weeks, without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this thirty day period. To re-enroll, normal registration/supply fees will apply. The child will then be considered for enrollment upon space availability.

### **3.6 Pick-up Policy**

Preschoolers leaving at 11:30 and VPK at 11:45 will be picked up at the carpool entrance. Please place your carpool sign (provided the 1st week of school) in your front window. We will call your child and they will be brought to your car. All children are required to be placed in the backseat of your car in a car seat, this is Florida law.

**Please do not get out of your car while in carpool line.** Also, if you are driving around to park, **please use caution and be courteous, the speed limit is 10 mph.**

If you walk in to pick up your child please bring in your carpool card to speed dismissal. Each enrollment form requests the names of persons who are allowed to pick your child up from school. If a person on the list arrives and is not known to the staff, he/she will be asked to furnish proper photo identification (ID will be copied) prior to being allowed access to your child. If a person arrives for your child who is not on this list, we **WILL NOT** release your child without parental permission. No one under the age of 18 will be allowed to remove your child from school. *Please let the office or teacher know if you're sending someone else to pick up your child.* **Carpool ends at noon; after noon late fees apply. Lunch bunch children left past 2 p.m. will incur late fees.**

### **3.7 Authorized Pick Up/Emergency Pick Up**

Only authorized persons listed on the Authorized Persons for Pick Up form are permitted to have access to your child and to remove your child from the center. The following procedures apply:

- ◆ It is the responsibility of the registering parent to notify the center in writing of all persons authorized to pick up your child from the center. Emails from a known email address will also be accepted.
- ◆ Parents are required to complete the Authorized Persons for Pick up and emergency form at time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- ◆ Persons on the authorized list but are unfamiliar to the staff will be required to show proof of identification with a picture I.D. **A copy of ID will be made and kept in student record.**
- ◆ Changes/updates to the Pick-Up list must be made on the original DCF form located in the office.
- ◆ Individuals must be at least 18 years of age in order to remove a child in or out of the center.
- ◆ In an emergency, the center will contact the parents first. If the center is unable to reach the parents, the staff will call the persons on the listed form until someone is reached.

**\*It is the parent's responsibility to ensure that an authorized person is available to pick up the child on time.**

If a parent or authorized adult appears to be under the influence of alcohol and/or drugs the staff will attempt to contact the other parent or authorized adult on the pickup list. FCBA does not have the right to deny the parent access to their child but the staff will contact the police immediately if the center is not able to contact other parent or authorized adult to pick up child.

**3.8 Attendance Policy for VPK**

Child must arrive in the VPK classroom no later than 8:30 AM daily. Child must participate in VPK activities until 11:45 PM or if enrolled in the 3-day class until 1:30 p.m. daily.

Parents must call the center if child is going to be late or absent by 9:30 a.m. If a child is absent for five consecutive instructional days he will be dismissed from the VPK program.

Absences and tardiness may be excused under "extraordinary circumstances" if appropriate documentation is provided. These include:

- ◆ Hospitalization of the child, his parents or guardian (must provide a doctor's note).
- ◆ Illness of the student, his parent or guardian that requires the ill person to remain at home (must provide a doctor's note).
- ◆ Death of a member of the student's, parents' or guardians' immediate family (obituary or death certificate required).
- ◆ Court ordered visitation (court documents must be provided).
- ◆ Parent or guardian's military deployment (military documentation must be provided).

A child may not miss more than 24 days per year regardless of circumstances.

**\*Parents must complete and sign an attendance verification form EACH month. These forms will be available in our welcome center on the last instructional day of each month and must be signed that day. You will be notified via email of the upcoming signing day and if you are unable to come in that day you may notify the office and alternative arrangements will be made.**

Children who do not meet attendance requirements will lose VPK funding. The child may be allowed to remain in the classroom, but will be required to pay full tuition.

## **SECTION 4 – PARENT INVOLVEMENT**

### **4.1 Parent Volunteers**

FCBA has an Open Door policy with all parents of enrolled children. Parents are not only welcomed, but encouraged to volunteer in their child's classroom.

All visitors are required check in at the front office before proceeding to the classroom.

The Discipline Policy (see 5.15 & 5.16), Standards of Conduct (see 5.17), and Visitor Policies (see 5.18) will apply to all volunteers at all times.

**Siblings of children in the program may not attend when a parent is volunteering in the classroom.**

Parents may be asked to help with certain tasks such as cutting out items for the classrooms, sharing information about their job or hobby or culture, donating items, and reading to a group of children.

Room Mom's will form our Room Mom Board and will meet monthly with the Academy Director. This board helps with fundraisers, academy events and classroom parties.

Prior to beginning volunteering in a child care facility, a CF-FSP 5217 must be completed and will be kept on file at the center for the year.

### **4.2 Take Home Activities**

Although FCBA does not assign "homework" for preschoolers, we do send home suggested activities to enhance the learning taking place in the classroom.

### **4.3 Parent-Teacher Conversations**

All parents/Guardians are invited to attend scheduled formal parent/teacher conversations to review child's progress and needs and set goals for the child. Conferences will be scheduled two times throughout the year for all children. Other conferences may be scheduled as needed or as requested by parent or teacher or administration.

### **4.4 Parent Surveys**

FCBA is interested in your feedback. Anonymous parent surveys will be distributed at least once per year. Your responses will ensure we are meeting the needs of our families.

#### **4.5 Parent Bill of Rights**

We believe that parents have rights and that their concerns are reasonable and important.

##### A Healthy Learning Environment

- ◆ Parents have the right to know that their child will be safe at school, both physically and emotionally.
- ◆ Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age and that each child will be treated as an individual.
- ◆ Parents have the right to know that the staff is experienced and trained in child development.
- ◆ Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

##### Clear, Courteous Communication

- ◆ Parents have the right to be treated with courtesy by all members of the staff.
- ◆ Parents have the right to participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- ◆ Parents have the right to visit schools and classes.
- ◆ Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue

##### Information on School Policies

- ◆ Parents have the right to information on academic requirements of the school program.
- ◆ Parents have the right to inspect their child's record and respond to any statement.
- ◆ Parents have the right to be informed of and to appeal school policies.
- ◆ Parents have the right to be informed of and to appeal administrative decisions.

## SECTION 5 – HEALTH & SAFETY

### 5.1 Child Abuse and Neglect Reporting

FCBA has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is **1-800-96-ABUSE**.

### 5.2 Confidentiality of Records

The Center maintains the policy of that all records of children and families are confidential.

### 5.3 Emergency Closing and Inclement Weather

If the threat of a natural disaster such as hurricane, tornado, flooding, etc., is imminent, we will follow the Duval Public School System for closure guidance. Once the storm passes and is out of the area, we will assess the center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

- ◆ The center must have power and any physical damage must be repaired
- ◆ There must be available staff in the center to provide appropriate and required staff to child ratio.

Parents are responsible for child care tuition even in the event that the center is closed due to natural disaster. We follow the guidance of the Early Learning coalition and the Office of Early Learning in determining if make up days will be required.

### 5.4 Child Health Services – Health exams and Immunization requirements

FCBA is required by the Department of Children and Families to have on file for each child a Florida Physical and an Immunization Record. **We require you to bring in the original forms by your child's first day of school: Physical Examination – Florida Form 3040 (must be complete and is good for 2 years from date completed) and Immunization – Florida Form 680 (must be updated upon expiration date unless it shows Part A 1 complete until 7<sup>th</sup> grade.)**

*We currently accept religious exempt forms and that means some of the children in our program may not have current immunizations.*

***Religious Exempt forms will be no longer accepted after May 25, 2020.***

### 5.5 Child Health Emergencies

In the case of accidents and incidents, staff will contact parents and complete an incident report in which both staff and parents sign. This serves as documentation that parents were informed of the accident/incident and any necessary follow-up. It is very important that you make sure that your child's teacher is aware of changes in phone numbers or emergency contact persons. Please keep this information up to date.

### 5.6 Insurance/Child Accident Procedures

FCBA provides accident insurance at no additional cost to our parents. This policy covers your child while he or she is on our premises or in one of our vehicles. We take

all pre-cautions to insure the safety of your child while under our care. However, in the event that a child is hurt at our center, the following procedures will be followed:

- ◆ An accident report will be filled out by the child's teacher and depending on the type of injury, the parent may be called.
- ◆ The parent will be asked to review the accident form and provide a signature. A copy will be given to the parent.
- ◆ In the event that the injury requires medical attention, the center will help the parent fill out a Child Accident Insurance Claim Form. Instructions will be given to the parent on "How to file a Claim Form".
- ◆ Parents are requested to make copies of everything that is sent to the insurance company in case questions arise later.

### **5.7 Medication Administration**

All medication administered by the center staff must be authorized by the child's parent or guardian by first completing an Administration of Medicine form. **Only medicine that has been prescribed by a doctor may be given at the center.** All medicines must be in the original container.

If non-prescription medication is to be given, a note from the physician, stating the name of the medication and the dosage instructions, and a description of symptoms that would require us to administer the medication must be attached.

Staff will inform parent/guardian immediately of any noticed side effects or changes in behavior.

Parents are strongly encouraged to give all medications at home. If this is the case, please notify your child's teacher so that any behavioral changes and/or allergic reactions may be noted.

Medication will be stored in a locked secure area inaccessible to children.

## **NO MEDICATION MAY BE PLACED IN THE CHILD'S CUBBY/BOOKBAG OR LEFT UNATTENDED IN THE CLASSROOM.**

*If child is transitioning from one parent to another and medication is to be transferred it must be checked into the office with the Director or Assistant Director to be picked up by the other parent.*

### **5.8 Conditions of Short Term Exclusion**

A child will be placed on short-term exclusion, which may include non-admittance, when the illness and/or injury is contagious and/or poses a significant health and/or safety risk to other children and staff. If parent is called, we expect parents to be at the school within 30 minutes of the call.

### **5.9 Notification of Illness**

Parents/Guardians are encouraged to inform staff if their child becomes ill from a communicable disease and of any other health/safety concerns.

If a child appears to have a communicable disease, teaching staff should isolate the child away from the other children by taking to Directors office and immediately contact the child's parent/guardian.

Children will not be allowed to return to the center until **all symptoms have ceased for at least a period of 24 hours without medication.** Depending upon the condition, children may not be allowed to return to the center without a physicians' authorization.

Parents/Guardians will be asked to immediately pick up or keep their children home if the following signs, symptoms, or conditions are present:

- ◆ Fever, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100° F or higher taken in the ear. **Child must be fever free (without medication) for 24 hours before returning to school.**
- ◆ Diarrhea - runny, watery, or bloody stools. **(No episodes of diarrhea for 24 hours before returning to school.)**
- ◆ Vomiting- two or more times, vomiting that contains blood, or vomiting followed by severe cramping. **(No episodes of vomiting for 24 hours before returning to school.**
- ◆ Severe coughing - child gets red or blue in the face or to make a high pitched whooping sound after coughing.
- ◆ Eye discharge - thick mucus or pus draining from the eye, or pink eye
- ◆ Difficult or rapid breathing
- ◆ Ear Discharge
- ◆ Untreated infected skin patch(es) (No open sores at school)
- ◆ Unusually dark urine and/or gray or white stool and yellowish skin or eyes.
- ◆ Head Lice (including nits)-treatment verified. Verification of treatment may include a product box, box top, empty bottle or signed statement by a parent that treatment has occurred.
- ◆ Pinworm infection
- ◆ Conditions that commonly require parameters from a physician detailing when a child may return include, but not be limited, chickenpox, strep throat, scabies, impetigo, meningitis, and Hepatitis A.
- ◆ Child is irritable, continuously crying, or requires more attention than staff can Provide without jeopardizing the health and safety of the other children.
- ◆ Any other unusual signs, symptoms, or conditions.

### **5.10 Dress Code**

We request that children arrive at school in comfortable, easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. **For the safety of the children, we request that children where tennis shoes. We do not allow open-toe shoes, flip flops, sandals, or boots either in the classroom or during outdoor activities.**

In case of accidents, ***we request every child keep a change of clothes at the center. Label each item with the child's first and last name and place the items in a sealed bag in the cubby.*** If school provides a change of clothes, please laundry and return to school promptly to ensure we have extra clothes available at all times.

## 5.11 Snacks

### We are a Nut Free Facility.

A nutritious morning snack is provided for all children. In order to ensure the health and safety of all children, food items, purchased or from home, may not be brought into the classroom to be eaten, with the exception of special classroom events. This will help us prevent children with allergies from being exposed to foods which could be harmful. Each family will sign a Nutrition Agreement and it will be kept on file in your child's record. All lunches should be in an insulated lunch box with an ice pack included.

## 5.12 Dietary Restrictions and Allergies

Please discuss any special dietary needs for your child with the director. Modest accommodations will be made for children with food allergies with a note from your child's pediatrician.

## 5.13 Discipline Rationale

Discipline is the effective management of children's behavior with the goal of self-disciplined children. The management technique to be used in any particular situation will be based upon consideration of the particular situation and the individual child. All staff, volunteers, and parents will use the positive guidance methods listed below:

## 5.14 Discipline Procedures

1. Plan ahead to prevent behavior problems. Anticipate problems that may occur and provide intervention or directions in advance. (Ex: Limit number of children in centers. Have activities prepared so children do not have to wait.)
2. Establish clear and simple rules that are age-appropriate. Consistent reminders help reinforce limits. Rules should be stated in a positive way. (Ex: If a child is running, say, "Please use your walking feet. Running feet are for outside", instead of "Don't run!")
3. Be a model for the desired behavior. Treat all children with respect and politeness. (Ex: The teacher has a leaky paint container in her hand. She needs to get to the sink. She asks the children who are in line at the sink if she could please use the sink out of turn, rather than simply cutting in front of the children. They agree, and she remembers to thank them.)
4. Help children to learn problem-solving skills. Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
5. Give hugs and caring. The key to discipline is establishing a nurturing relationship with each child. Children need to know they are accepted and loved no matter how they behave.
6. Reinforce positive behavior. Remember to focus on the specific behavior you wish to see repeated. (Ex: "Jessie, you have worked so hard to put all the blocks neatly on the shelf. Fantastic job!")



7. Overlook small annoyances. Sometimes when a behavior is overlooked, not reinforced by attention, it disappears. Unless the behavior is aggressive and someone is in danger of getting hurt, the teacher/caregiver might be wise to let the children work out the problem on their own.
8. Offer positive alternatives to a negative behavior. If a child's behavior is unacceptable, suggest alternative choices. (Ex: If a child is throwing blocks, the

teacher intervenes by telling the child that blocks are for building. If the child wishes to throw something, he/she can throw a bean bag, or a ball.)

9. Re-direct or divert the child. Substitute an appropriate activity for the unacceptable one. Some behaviors that are inappropriate are temporary, or situation specific. In these cases it is best to alter the environment by redirecting the child to another activity. (Ex: Two children who are good friends have begun to get irritated with each other. Intervene before things get out of hand by engaging them in a new activity.)
10. Help children see behavioral consequences. Since young children are self-centered, it is hard for them to see beyond their own needs. Help them to move from thinking only of themselves, to thinking of others by analyzing the consequences of their actions. Discuss their behavior in a non-judgmental way and encourage them to think about its impact on people, objects and events.
11. Provide renewal time. When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for a period of no more than 2 minutes. The teachers stay with the child to discuss what happened and to help the child regain composure.
12. Implement Behavior Intervention Policy when necessary.

### **5.15 Discipline Guidelines**

1. Time out. There will NOT be any identified space, or chair, reserved for "time out". Children are not to be isolated indefinitely due to behavior problems. Time out may be used only if stipulated in an individual child's behavior plan by a licensed mental health consultant.
2. Physical punishment. The use of physical force with children is prohibited. This includes pulling by the arm, grabbing children by the arm/shoulders/neck, hitting, pushing, shoving, etc.
3. Threatening. Children will not be threatened with physical punishment.
4. Ridiculing or Degrading. There will be no name-calling, belittling, or comparison to other children.
5. Withholding of meals, snacks, or water. Children will not be denied food, water or any other basic need as a means of discipline.
6. Denying a rest. Children will not be denied rest as a means of discipline.

In the event that a child is exhibiting extreme challenging behavior, follow the Behavior Intervention Procedures:

- ◆ Provide renewal time.
- ◆ When a child is too upset to talk or listen, it may be necessary to remove the child from the situation for no more than 2 minutes. The teacher is to stay with the child in the classroom to discuss what happened and help the child regain composure.
- ◆ If necessary, the child may be removed from the classroom if two staff is available to remain with the child at all times.
- ◆ If the child is unable to regain control within 30 minutes, the parents or authorized persons may be contacted to pick up the child.

## **5.16 Standards of Conduct**

FCBA has guidelines of acceptable conduct that all parents, volunteers and visitors must abide by while on premises. It is expected that all parties will follow these guidelines and sign this form. We strive to provide a safe learning environment for you and the children. Volunteering in the classroom is strongly encouraged however; the "Standards of Conduct" must be adhered to at all times.

- ◆ Respect and promote the unique identity of each child and family. Refrain from stereotyping on basis of gender, race, ethnicity, culture, religion or disability.
- ◆ Follow program confidentiality policies concerning information about children, families, and other staff members.
- ◆ Supervise children at all times. Children will not be left alone or unsupervised while in the center or under the center's care.
- ◆ Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out or the denial of basic needs are prohibited.
- ◆ Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers.
- ◆ Refrain from smoking and use of e-cigarettes (vaping) on the premises and during all center or parent activities. FCBA adheres to a "Smoke Free Environment."
- ◆ Refrain from illegal activities while on the premises or in attendance at center activities. FCBA prohibits theft, firearms, alcohol, explosives and illegal substances on the premises and during all center or parent activities.
- ◆ Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

## 5.17 Visitor Policy

All volunteers and visitors shall check-in at front office check in and obtain permission for the visitation and a visitor's pass.

Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the Center Director.

Only persons with legal authority to do so (such as Department of Children & Families personnel or law enforcement) shall be allowed to question a child on the property without the consent of the child's parents or legal guardian.

Because staff, children, and parents should at all times feel that the school and work environment is safe and not hostile, all visitors to the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- ◆ Any parent, volunteer or visitor who is disruptive, threatening or abusive will be asked to relocate to a location in the facility where children are not present and where the matter can be discussed and resolved in a professional manner.
- ◆ If the person refuses to relocate or continues to act in an inappropriate manner, the person will be asked to leave the premises. If the person refuses to leave, staff will notify appropriate law enforcement personnel. Should the person subsequently return to the property and again act in a manner that is disruptive, threatening or abusive or if the initial incident is so extreme that the teachers are concerned about the person returning to the facility, the person shall be informed in writing that he/she may be prohibited from returning to property.
- ◆ Any person who believes that he/she has wrongfully been asked to not return to the property, must first leave the property as requested, but may subsequently appeal the decision in writing to the Center Director.
- ◆ A final decision will be made and the person will be notified in writing that he/she may not return to the property except under expressed conditions.
- ◆ Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person to enter property violate criminal statutes.
- ◆ Animals must be properly vaccinated (proof required), free from disease and clean. Animals that are poisonous and/or aggressive in nature are prohibited. Parents must be informed in writing prior to visits of all animals on the premises.

This policy shall be posted in a place clearly visible to all.

## **SECTION 6 – CLASSROOM ACTIVITIES**

### **6.1 Curriculum**

Preschool teachers will use the *WEE Learn* curriculum to plan specific activities that promote school readiness. The curriculum will be based on helping children to attain positive school readiness outcomes.

Other approved curriculum resource books will be used to supplement the curriculum.

### **6.2 Toys from Home**

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day's activities. Your child's teacher will inform you about these "Show-N-Tell" days.

### **6.3 Visits from community helpers**

Visits from community helpers are used to enhance the children's learning opportunity. They are a great way to extend the curriculum and provide children with hands-on experiences. Teachers have specific goals and objectives when planning visits.

### **6.4 Screening and Assessment**

Screening is a process to determine whether or not a child has any developmental concerns that may require further evaluation and follow-up. Screenings conducted at the center may include vision, hearing, speech/language, nutrition, dental, and overall development. The Ages and Stages Questionnaire will be used at least once per year. Parental consent forms for screening are included in the registration packet.

Parents will be informed in writing of results of screenings. At home activities may be recommended based on the results of the screenings. If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians. Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

Children at every age level will be assessed using an on-going portfolio assessment system for the purpose of identifying developmentally appropriate learning outcomes met throughout the year and creating individualized learning goals based on the results of the assessments.

Each child must have a portfolio which includes a sampling of the child's progress. Depending on the age of the child, these samples may include Ages and

Stages Questionnaires, literacy and numeracy assessments, artwork, dictation, writing samples, pictures, anecdotal notes, photos, etc. Portfolios for toddlers may also

include copies of daily notes, growth charts, and other developmental checklists. Portfolios are to be shared with parents during scheduled parent conversations.

Teaching staff will use a variety of strategies to promote and support children's learning and developmental progress based on the observations, individualization, and ongoing assessment of each child. Information will be gathered from teachers and parents.

### **Screening Procedure**

- ◆ Parental consent forms for screening are included in the registration packet. Teachers will obtain a copy of the consent form prior to administering screenings. This copy will be kept in the academy office.
- ◆ The Ages and Stages Questionnaire (ASQ) will be used at least once per year for all age groups. Parents will complete and Teachers will score the ASQ. Parental input will also be used to complete the ASQ. The scored ASQ will be kept in the child's portfolio.
- ◆ Parents will be informed in writing of results of screenings either through a letter sent home by the center director and/or through written documentation of a parent-teacher conference where results were shared.
- ◆ At home activities will be recommended based on the results of the screenings.
- ◆ If further evaluation or services are needed, parents will be referred to the appropriate agencies or to their personal pediatricians.
- ◆ Additional screenings and parent conferences will be utilized as a means of follow-up on screenings that result in referrals to outside agencies.

### **Accountability Procedure**

- ◆ In order to prevent the misidentification of children:
  - Children's first and last name and date of birth will be on each ASQ screening.
  - Documents within the portfolio will also include children's first and last name and date of assessment.
- ◆ In order to provide proper follow up for children with concerns:
  - Summary sheets of all children screened will be given to the director.
  - Children in need of follow up will be highlighted on the summary sheets.
  - The teacher will review the screening tool for each child identified as in need of follow up.
  - The director will re-score the instrument to ensure accuracy of scoring.
  - The director will review the results with the parent and may rescore instrument based on parental input.

## **Assessment Procedure**

- ◆ Within 45 days of the start of the school year, teaching staff will do an initial assessment for each child using an approved developmental checklist or assessment instrument.
- ◆ Based on parent information, screenings, and initial observations, goals will be made for each child based on their individual needs.
- ◆ Teaching staff will conduct teacher-directed small group learning centers daily that will focus on these individualized goals. Progress of goals will be documented.
- ◆ The ongoing assessment of each child will be recorded and updated at least twice per academic year. Each time an update is made new goals and plans will be made, based on the children's individual needs. Plans for individualization will be kept with the current lesson plans.
- ◆ Portfolios will be maintained for each child. Teachers will gather evidence of children's progress in these individual files. Things to be included in the portfolios may include literacy and numeracy assessments, artwork, anecdotal notes, writing samples, daily notes, photos, growth charts, etc. These items should be dated and include a statement concerning what objective the child achieved.
- ◆ Assessment results will be shared with parents during Parent-Teacher Conversations at least twice during the school year. Optional letters with results may also be shared.
- ◆ At the time of a child's transition to the next class, the teacher will pass the portfolio up to the next teacher.
- ◆ At the time of a child's transition to kindergarten, the teacher will send the portfolio home.

### **6.5 Transitioning Children from Class to Class**

Our program runs from August – May each school year and children remain in the same class for the full year. Parents must re-enroll children yearly for the next age level. If a child is enrolled in a preschool classroom he or she must move on to the next age group unless a recommendation is made by the classroom teacher and Director.

### **6.6 Transitioning from Pre-K to Kindergarten**

In May of each year FCBA will provide activities to aid in the smooth transition of preschool children to kindergarten. These activities may include one or more of the following: the distribution of kindergarten registration and transition packets, a graduation ceremony, and a mini-workshop for parents.

# RECEIPT OF PARENT HANDBOOK

(This page to remain on file in the center.)

Please initial each statement line before signing.

\_\_\_\_ I have received a copy of FT Caroline Baptist Academy parent handbook and agree to read and abide by the policies of FT Caroline Baptist Academy.

\_\_\_\_ I have seen and read the discipline/guidance policy located in the parent handbook Sections 5.13, 5.14 & 5.15 and understand the methods of behavior management used at FCBA. I also understand that if my child's behavior is very disruptive or harmful to himself, other children or the staff, I will be asked to come in and conference privately. If all parties are able to set a plan that will seek to help resolve the issues the child may remain at FCBA. If we are unable to resolve the issue, you may be asked to make other arrangements for your child's educational needs.

\_\_\_\_ I have seen the Termination (expulsion or suspension) or Withdrawal Policy located in section 3.5 of the parent handbook.

Parent of \_\_\_\_\_ (child's name).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# OPEN HOUSE PAPERWORK SECTION

Please read and complete all forms in their entirety. Parents will be required to have all paperwork checked in by a staff member prior to visiting classrooms and any missing information will need to be completed.

**BUT LEAVE IN PACKET AND BRING TO THE  
ACADEMY WHEN COMPLETE.**

*Check calendar for date of Open House.*

Parent must include immunization and physical form.

(Some paperwork is for VPK only will be marked.)

Please note all paperwork must be on file, prior to your child's first day of school.

Thank you.





## Fort Caroline Baptist Academy Admission Agreement

I understand Fort Caroline Baptist Academy (FCBA) is funded through tuition and fees. I further understand that my child's **regular** attendance is important. FCBA provides developmentally appropriate activities, nutritious snacks and quality care as outlined in the FCBA Parent Handbook. The Academy follows the guidelines mandated by the Department of Children and Families, criteria of the Guiding Stars of Duval and FCBA policies, philosophies and procedures.

I hereby acknowledge that I have read and I agree to comply with the rules and regulations of FCBA regarding: fees, attendance, health, and parent education, child's behavior, contracted hours, extra clothing, Termination (expulsion or suspension) or Withdrawal and all discipline policies and all other policies and procedures found in the **Parent Handbook**. I understand that noncompliance with center regulations may result in suspension and/or termination of services. I understand, accept and will follow all written and verbal policies of FCBA.

Upon enrollment, I understand that I am responsible for the following tuition payment policies:

- ◆ All payments are due on a monthly basis as outlined in the Parent Handbook and are due by the 5<sup>th</sup> of the month.
- ◆ If payment is received between the 6<sup>th</sup> and the 10<sup>th</sup> of the month, there is a late fee of \$25.
- ◆ Late payment will only be accepted three times, the fourth will result in the loss of services.
- ◆ A \$40 fee will apply to all returned checks and you will then be required to pay by cash only.
- ◆ Children left past pick up time will incur a \$1.00 late fee for every 1 minute thereafter. These fees will be billed within 5 days and are due upon receipt of bill.

Tuition remains the same each and every month, not dependent on the number of days my child attends. Withdrawal policy is strictly enforced; we must have a written 30 day notice of intent to withdraw. This 30 day period is paid.

Should the tuition rates change, I understand that FCBA will provide advance notification of this change in writing a minimum of 30 days prior to implementation.

Reasons for termination from FCBA for all families:

- ◆ Delinquent fees
- ◆ Not providing required documentation and paperwork to the office required for enrollment or recertification.
- ◆ Inappropriate adult behavior at the Academy.
- ◆ Inappropriate child behavior (as outlined in Parent Handbook).
- ◆ Domestic problems, which interfere with the Academy's operations.
- ◆ Inability to locate the parent while the child is in care.

Parents' Rights:

As a Parent or Guardian, you have the right to:

- ◆ Enter and inspect the facility without advance notice whenever children are in care.
- ◆ Be informed of any developmental concerns your child's teacher has.
- ◆ Be given written notice of any accident or injury to your child
- ◆ Receive regularly scheduled conferences twice a year.
- ◆ Be informed monthly of classroom activities and events. (calendar & Newsletter)
- ◆ Be actively involved in your child's education.

I further understand that the State of Florida Licensing Agency (Department of Children and Families) has the following authority.

To interview children or staff and to inspect child or facility records without prior consent.

Since Ft. Caroline Baptist Academy is a Christian organization, both parties agree that they will never make demands, threaten to sue, or actually litigate any matter whatsoever relating from this agreement. To do otherwise would be in clear violation of Biblical teaching and practice. Both parties agree that they shall be bound to Christian Arbitration if they are unable to agree on any matter regarding this agreement.

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

\_\_\_\_\_  
Date

Child's Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



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

**Student Information:** Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last
First
Middle
What you call child

Child's Physical Address: \_\_\_\_\_

Primary Hours of Care: From \_\_\_\_\_ To \_\_\_\_\_

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

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

**Family Information:** Child Lives With: \_\_\_\_\_

Mother's Name: _____	Father's Name: _____
Address: _____	Address: _____
Home Phone: _____	Home Phone: _____
Employer: _____	Employer: _____
Address: _____	Address: _____
Work Phone: _____/Cell: _____	Work Phone: _____/Cell: _____
Custody: Mother _____    Father _____	Both _____    Other _____

**Medical Information:**

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Doctor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dentist: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Please list allergies, special medical or dietary needs, or other areas of concern: \_\_\_\_\_

Emergency Care Plan instructions (if applicable): \_\_\_\_\_

**Emergency Contacts:** Must include name, address and work or cell number and home phone if available.

**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#
Name	Address	Work#	Home#
Name	Address	Work#	Home#
Name	Address	Work#	Home#

**Helpful Information About Child:**

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- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. –However FCBA require physical and immunization form be on file the first day.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
- Section 8.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, 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 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

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

\_\_\_\_\_  
Date

# Carpool –Pick up Information

- ◆ Carpool Cards are issued automatically after the first week of school. Each child will be issued **one** carpool card. **Any additional cards can be purchased for \$2 per card.**
- ◆ All families may use carpool once their child has a carpool card. We begin carpool at 8:20a.m. each morning and end carpool at 8:40a.m. No child should ever exit a vehicle without a staff member present.
- ◆ If you wish to park and walk your child to class you must pull into a parking space.
- ◆ Preschoolers (Two's and Three's) dismiss at 11:30 and VPK at 11:45. We ask that our preschool parents arrive before 11:39 a.m. in the carpool line for pick up so that our VPK classes can begin lining up at 11:40 a.m.
- ◆ **We ask all who pull into carpool line remain in their cars at all times.**
- ◆ Children will be placed in the back seat of your vehicle and should have an appropriate car seat due to state law.
- ◆ **Parents are respectfully asked to refrain from cellphone use during carpool.**
- ◆ Please remember that if you are sending someone on your pick up list for the first time, we do require they show photo ID to pick up child from our center.
- ◆ **No one under the age of 18 will be allowed to remove your child from our school.**
- ◆ If you choose to walk in and pick up your child please bring your carpool card to assist the staff member in charge of dismissing those children.



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

Child's Classroom \_\_\_\_\_

If you carpool please contact the office for procedures.

Dear Parents/Guardians:

The first five years of life are very important to your child because this time sets the stage for success in school and later life. During infancy and early childhood, many experiences should be gained and many skills learned. It is important to ensure that each child's development is proceeding without problem during this period; therefore, we are interested in helping you follow your child's growth and development.

**Screening** is a process to determine if a child has any developmental concerns that may require further attention and follow-up.

**Assessment** is the process to monitor growth and development of certain skills and knowledge on an ongoing basis.

Screening and Assessment are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child is prepared to enter kindergarten at the age of five.

Ft. Caroline Baptist Academy will be sending the Ages and Stages Questionnaire for all children to be completed by you the parent and then scored by the teacher. This will serve as the basis for the first conference you will have about your child. We will also administer the VPK assessment three times during the course of the school year, the information provided by this assessment will be shared with you as well. We also provide several screenings some free some at a low cost, during the school year.

Information gathered from the observations and screenings will be used to help your child with developmental growth and success. These results are confidential and will be shared with you in writing or in a documented parent-teacher conference.

Sincerely,

*Evelynn Livingston*

Director

### **Permission to Screen and Assess**

\_\_\_ I give permission for my child to participate.

VPK Certificate # \_\_\_\_\_

\_\_\_ I DO NOT give permission for my child to participate

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

Gender:        Male            Female

**CIRCLE ONE PLEASE:**

**RACE:**

White Non-Hispanic    Black Non-Hispanic    Hispanic    Asian/Pacific Islander  
American Indian/Alaskan Native            Multiracial            Unknown

**Primary home language:**

English        Spanish        Creole        Haitian-Creole        Other

**Child's birth date :** \_\_\_\_\_

If child was premature, original due date \_\_\_\_\_

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

Parent/Guardian's phone Number (s)

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**EMERGENCY CONTACT AND MEDICAL INFORMATION for a CHILD**

Child's Name	Date of Birth	M F Sex
Parent's/Guardian's Name	Parent's/Guardian's Name	
( ) _____ Home phone	( ) _____ work phone	( ) _____ Home phone
( ) _____ Cell phone		( ) _____ work phone
Address		Address
City, ST ZIP Code		City, ST ZIP Code

**Alternative Emergency Contacts**

Primary Emergency Contact	Primary Emergency Contact
( ) _____ Home phone	( ) _____ Home phone
( ) _____ Cell phone	( ) _____ work phone
Address	
City, ST ZIP Code	

**MEDICAL INFORMATION**

HOSPITAL/CLINIC PREFERENCE	
PHYSICIAN'S NAME	( ) _____ PHONE NUMBER
INSURANCE COMPANY	POLICY NUMBER

**ALLERGIES/SPECIAL HEALTH CONSIDERATIONS**

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia and other medical and /or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. **This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.**

Parent's/Guardian's Signature	Date
<b>Witness Signature</b>	Date

## FAMILY QUESTIONNAIRE

FAMILY'S LAST NAME: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

FATHER'S BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

MOTHER'S NAME: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

MOTHER'S BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

OLDEST'S CHILD'S NAME: \_\_\_\_\_ (CHILD'S LAST NAME IF DIFFER-  
ENT BIRTHDAY \_\_\_\_\_ FROM THE FAMILY NAME)  
MONTH DAY YEAR

SECOND CHILD'S NAME: \_\_\_\_\_

BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

THIRD CHILD'S NAME: \_\_\_\_\_

BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

FOURTH CHILD'S NAME: \_\_\_\_\_

BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

FIFTH CHILD'S NAME: \_\_\_\_\_

BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

SIXTH CHILD'S NAME: \_\_\_\_\_

BIRTHDAY \_\_\_\_\_  
MONTH DAY YEAR

IS YOUR FAMILY A MEMBER OF A LOCAL CHURCH? IF SO, WHERE?

\_\_\_\_\_





# Classroom Permission slips

## Walking Field Trips

My child \_\_\_\_\_ has my permission to go with his/her class on walking field trips on church property and play on the playground provided by the academy.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

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## Permission for Food consumption

My child \_\_\_\_\_ has permission to consume birthday treats provided on birthday celebrations by other parents in the class on their child's birthday. (These dates will be noted on the calendar by my child's teacher monthly)

*Initial* \_\_\_\_\_ My child has permission to participate and consume foods during classroom activities that are listed on the monthly calendar or newsletter provided by my child's teacher monthly.

*Initial* \_\_\_\_\_ My child has my permission to participate in class parties and special events where food may be served and will provide alternatives if my child has allergies.

*Initial* \_\_\_\_\_ Individual notices will be sent for any activities not listed on the calendar or newsletter.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

---

## Insect repellent permission

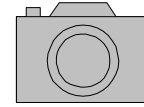
I give permission for my child \_\_\_\_\_ to have Avon Skin-So-Soft Insect repellent applied on their skin during playground time, at their teacher's discretion.

Parent/Guardian signature \_\_\_\_\_ date \_\_\_\_\_

*Note: The school will have the repellent available and we need your permission to apply it. If you do not desire for your child to have this product applied, please place an X over this section of the form*

# Media Release form

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I, \_\_\_\_\_, the parent or legal guardian of  
*Print Name*

\_\_\_\_\_ hereby give permission for  
*Child's Name*

Photographs to be taken for the following purposes:

*Please initial on each line if you grant permission do not check.*

- FT. Caroline Baptist Academy Facebook page \_\_\_\_\_
- FT. Caroline Baptist Academy Website use \_\_\_\_\_
- School photographer (Fall, Spring, Graduation) \_\_\_\_\_
- School photographer (Group Class Picture) \_\_\_\_\_
- Presentations (graduation video) \_\_\_\_\_
- Academy newsletters \_\_\_\_\_

Photos are also used for documentation purposes of your child's learning and activities here at the Academy. These are displayed in the classroom to help your child find his/her backpack hook or cubby. We also use for assessment and given to you at the end of the year.

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

\_\_\_\_\_  
Date

*I do not want my child's photo taken or posted for any purpose.*

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

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



# Lunch Bunch Enrollment Form

*To ensure proper staffing we must have your registration fee along with this form at open house. Your Monthly fees are not due until September 1<sup>st</sup>.*

This program is open to all our preschoolers, however if your child typically naps during this time, it is important to remember that **we do not nap**. Important information to know:

- Program runs from the end of class time until 2 p.m. daily; children must be picked up **by 2 p.m.** **This program is not open to 3 day VPK Class.**
- Child must bring a box lunch clearly marked with their name. When packing your child's lunch, please remember our nutrition agreement signed at the time of enrollment.
- We allow for occasional stay on a space available basis only \$20 per day, Reservations need to be made 24 hours in advance and payment must be paid when dropping off your child that day.
- Children are grouped by age and when required we move children to accommodate the group.
- Lunch bunch is a non-instructional time, children will engage in indoor or outdoor play.

Fees are as follows:

**A \$35 registration fee is required to enroll in the lunch bunch program; this is a required fee for any child enrolled on a regular basis or to use the occasional stay throughout the year.**

5 days per week/ \$150 per month  
4 days per week/ \$140 per month  
3 days per week/ \$130 per month  
2 days per week/\$120 per month

Occasional stay \$20 per day

CHILD'S NAME \_\_\_\_\_ Age group/teacher \_\_\_\_\_

*(PLEASE INDICATE WHICH DAYS YOUR CHILD WILL ATTEND BY CIRCLING)*

**M            T            W            TH            F**

**\$35 REGISTRATION FORM MUST BE TURNED IN WITH THIS FORM TO BE ACCEPTED.**

Check # \_\_\_\_\_ Date \_\_\_\_\_ staff name \_\_\_\_\_



# Nutrition Agreement

Young children are growing and the food they eat is the material their bodies use to grow. The food a child eats affects his/her growth, energy, attitudes, intelligence and general health.

Name of child: \_\_\_\_\_

The first week of school you will receive a snack calendar that will include the weekly rotation of our snacks. On occasion we may have to make a substitution or adjustment due to a special event (ie. A birthday day treat, a special event here at the school or a cooking activity) By signing this form you will allow your child to participate in these special snack events. If your child has food allergies please indicate below the allergy and what alternative you will provide for your child.

Please indicate food allergies or special nutrition related problems \_\_\_\_\_

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Understanding that many families are conscience of the amount of sugar their child consumes. If it is your child's birthday you may send in an appropriate celebration snack. We ask that parents to consider preschoolers should have smaller portions (mini cupcakes or muffins or cake pops or cookie or a donut hole.) If you wish for your child to not receive these snacks, please speak with your child's teacher to make sure your wishes are observed.

***We are a nut free facility and as such your child may not bring in a PB & J sandwich for lunch bunch. There are substitutes available, such as sunflower butter or WOW butter. You must clearly label your child's sandwiches as to what it is. We will assume all unlabeled sandwiches are peanut butter and will not open.***

Lunch Bunch children must bring a nutritious lunch box marked with his/her name on the outside. Insulated lunch boxes with added cold packs are required since refrigeration is not available. **No Candy, gum or carbonated drinks will be served to your child during school hours.** (Any sent in will be returned home.)

**The lunch you pack for your child should include: A protein rich food, fruit or vegetable, and something special. We do not have access to microwaves in our classrooms; therefore, we ask that you do not send food with your child that needs to be heated.**

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

\_\_\_\_\_  
Date



## Required for VPK students only

### Voluntary Pre-Kindergarten Program Attendance and Tardiness Policy

*Parents of children enrolled in a VPK class must comply with an attendance policy.*

Fort Caroline Baptist Academy will be operating a Voluntary Pre-kindergarten (VPK) for 3 hours, fifteen minutes a day, 5 days a week for 166 days. All enrolled families received a calendar showing the scheduled days off during the operational period of Wednesday, August 15, 2018 through Wednesday, May 22, 2019.

Our 3-day classes attend 5 hours a day, three days per week (Tuesday, Wednesday, Thursday) a week for 108 days. All enrolled families received a calendar showing the scheduled days off during the operational period of Wednesday, August 15, 2018 through Wednesday, May 22, 2019.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is FCBA funding linked to attendance, but also the child's success upon entrance into Kindergarten.

**First week Start-Up Period:** All children attending the VPK program at FCBA are expected to be in attendance each day of the Start-up period. This is important for establishing the classroom community and routines to help assure a successful and meaningful program.

**Tardiness:** Arrival for the VPK program is between 8:20 and 8:40 a.m. for morning classes. The instructional day starts at 8:30 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 8:40 a.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.

**Absence:** There will be 12 (twelve) days available to your VPK child for absences due to illness or family situations during the 166 day VPK program. **Please note:** Absences of 5 consecutive instructional days will be considered a withdrawal from the program at FCBA. Withdrawals from the VPK program will not be eligible for re-enrollment. FCBA will allow 1 (one) documented 5-day absence during the 166 day instructional period. This 5 days will be included as part of the allowable 12 days. Documentation must be submitted in advance; explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

**Absences due to extraordinary circumstances:** There will be 12 (twelve) additional days available to your VPK child for absences due to extraordinary circumstances during the 166 day VPK program at FCBA. Documentation must be submitted by the legal custodial adult, which describes the extraordinary circumstances justifying the absence. A list of the allowed extraordinary circumstances follows:

1. Hospitalization of the student, parent, or guardian with appropriate documentation.

2. Illness of the student, parent, or guardian which requires a home-stay as documented.
3. Death in the child's, parents, or guardian's immediate family with appropriate documentation (obituary, death certificate).
4. Court ordered visitation with appropriate documentation (court order)
5. The parents or guardians unforeseen documented military deployment or exercise.

**Verifying your child's attendance and absences:** The State of Florida and FCBA requires you to review a form and confirm your child's recorded attendance for each month they attend FCBA. Your signature on this form will not only verify the attendance, but also will direct the Early Learning Coalition of Duval County to direct payment for the month's VPK program for your child to FCBA, and that you continue to choose FCBA to provide you child's VPK program for the upcoming month.

**To participate in the VPK program at FCBA, 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.**

\_\_\_\_\_  
**Printed name of legal custodial adult**

\_\_\_\_\_  
Signature of legal custodial adult

\_\_\_\_\_  
date

FORT CAROLINE BAPTIST ACADEMY  
 SCHOOL CALENDAR  
 2/3/5 day preschool classes and 5 day VPK  
 2018-2019

Updated 4/6/2018

AUGUST 2018				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018				
MON	TUES	WED	THURS	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018				
MON	TUES	WED	THURS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2018				
MON	TUES	WED	THURS	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2018				
MON	TUES	WED	THURS	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

IMPORTANT DATES	
August 11	Family Fun Day
August 13	Open house/paperwork due
August 15	1st Day
August 16	1st Day—2 day classes
September 1	Lunch bunch begins
October 31	Fall Festival /No lunch bunch
November 15	VPK Thanksgiving Program
January 18	Snow Day (all classes)/No lunch bunch
February 14	2 yr. old "Love our Family" Day
March 14	Gift basket fundraiser
May 6- & 7	3 yr. old Spring Tea
May 17	Last day of lunch bunch
May 20	Water play day/Last day for 3 day class
May 21	Water play day/Last day for 2 day class
May 22	VPK Graduation/Last day for all VPK classes

SCHOOL CLOSINGS	
Sept 3	Labor Day
Oct 19	Plan Day (DCPS)
Nov 12	Veteran's Day
Nov 19-23	Thanksgiving Break
Dec 17-Jan 7	Christmas Vacation
Jan 11	Plan Day (DCPS)
Jan 21	MLK Birthday
Feb 18	President's Day
Mar 15	Plan Day (DCPS)
Mar 18-22	Spring Break
April 19	Good Friday
April 22	Easter Monday

STAFF MEETINGS—NO LUNCH BUNCH	
9/21/2018	2/15/2019
10/12/2018	3/8/2019
11/16/2018	4/12/2019
12/14/2018	5/10/2019
1/18/2019	

JANUARY 2019				
MON	TUES	WED	THURS	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2019				
MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2019				
MON	TUES	WED	THURS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2019				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24

FORT CAROLINE BAPTIST ACADEMY  
SCHOOL CALENDAR 3– Day VPK

2018-2019

AUGUST 2018				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018				
MON	TUES	WED	THURS	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018				
MON	TUES	WED	THURS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2018				
MON	TUES	WED	THURS	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2018				
MON	TUES	WED	THURS	FRI
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9/21/2018	2/15/2019
10/12/2018	3/8/2019
11/16/2018	4/12/2019
12/14/2018	5/10/2019
1/18/2019	

Special Monday or Friday attendance dates	
Friday—8/17/18	Monday—
Friday—1/18/19	5/20/19

Updated 4/6/2018

JANUARY 2019				
MON	TUES	WED	THURS	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH 2019				
MON	TUES	WED	THURS	FRI
				1
4	5	6	7	8
11	12	13	14	15
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APRIL 2019				
MON	TUES	WED	THURS	FRI
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15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2019				
MON	TUES	WED	THURS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24



During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

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

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

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

Signature: \_\_\_\_\_

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



### What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

#### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

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



### How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

### 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.

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.

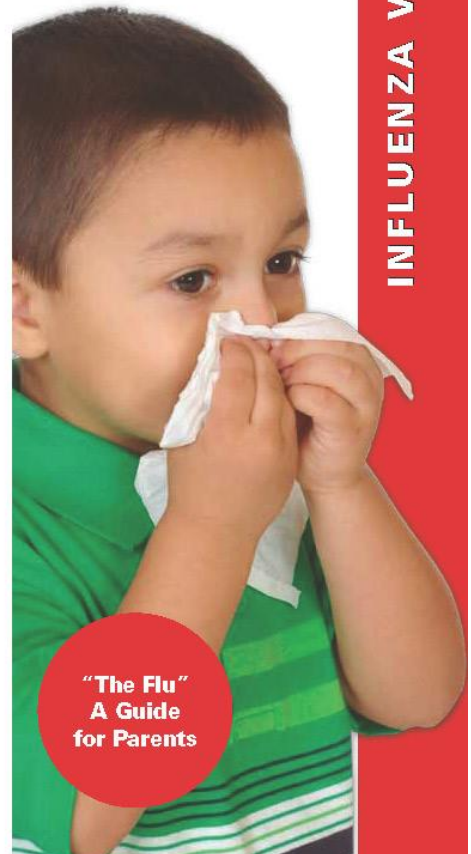


### How can I tell if my child has a cold, or the flu?

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:



INFLUENZA VIRUS

"The Flu"  
A Guide  
for Parents

CRPI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.