

State of Florida
Department of Children and Families
CHILDCARE APPLICATION FOR ENROLLMENT
Gingerbread Learning Center 30 Knight Boxx Rd. Orange Park, Fl 32065
904-272-0130 Fax. 904-272-0964

Student Information: Date of Birth ___/___/___ Sex ___

Date of enrollment: ___/___/___

Full Name: _____
Last First Middle Nick name

Child Address: _____

Primary hours: From _____ to _____ Days of care: M T W TH F

Child lives with: _____ Custody: _____

FAMILY INFORMATION

Mother name: _____ Father name: _____

Email: _____ Email: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Employer: _____ Employer: _____

Phone: _____ Phone: _____

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: _____

Dentist: _____ Address: _____ Phone: _____

Hospital preference: _____

Allergies, medical & dietary needs, other areas of concern: _____

CONTACTS

*Child will only be released 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	Phone 1	Phone 2
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Name	Address	Phone 1	Phone 2
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Name	Address	Phone 1	Phone 2
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Name	Address	Phone 1	Phone 2
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Helpful information about child: _____

Section 65C-22.006(2), F.A.C. requires a current physical examination (form 3040) and immunization record (form 680 or 681) within 30 days of enrollment

Section 402.3125(5), F.S. requires that parents receive a copy of the Childcare Facility Brochure, "KNOW YOUR CHILDCARE FACILITY"

Section 65C-22.006(4)(C) 2, F.A.C., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.

By signing below, you verify that you have received the above items and that all the information on this enrollment form is complete and accurate.

Signature

Date

Gingerbread learning Center
30 Knight Boxx Rd. Orange Park, Fl 32065 (904)272-0130

PARENT AGREEMENT POLICY & PROCEDURE

1. Gingerbread Learning Center (GLC) accepts and acts upon applications regardless of race, religion, or National origin.
2. GLC is open from 5:30 am to 6:30 pm, Monday - Friday
3. GLC will be closed for the following holidays: New Year's day, Memorial day, 4th of July, Labor day, Thanksgiving day and the day after, Christmas day, Closing at 12 noon Christmas eve. **If the Holiday falls on a Saturday the Holiday will be observed on Friday, if the Holiday falls on Sunday the Holiday will be observed on Monday.
4. Parents are asked NOT to send their child to school sick, with a Temperature, Diarrhea, or Vomiting. If your child has any of these symptoms in the last 24 hr, PLEASE KEEP THEM HOME. Parents will be called to pick up children who become ill. Children absent due to contagious disease may return to GLC when they have no symptoms of the illness within a 24hr period or with a doctor's note stating the child can return.
5. A current physical and Immunization form is required within 10 days of enrollment and must be regularly updated in compliance with state law.
6. In the event of an emergency the center has my permission to administer first-aid or obtain medical treatment in the child's best interest.
7. Medication is dispensed by our staff as a courtesy to the parents. It is not required for us to do so. We can only do this with a current signed medical form.
8. Children are not allowed to bring toys or other personal belongings to the center. GLC will not be responsible for any articles brought from home.
9. Children will be encouraged to play outdoors on the playground daily, except during intense heat or inclement weather. Please send proper outerwear. Make certain all clothing is labeled with the child's name.
10. Every child is to have a change of clothing at the center to be used for emergencies. ALL clothing must be marked with the child's name. The center is not responsible for lost clothing or clothing soiled or paint stained, etc... Please dress your child for comfortable fun filled days.
11. Flip flops and open toed shoes are not permitted! They are dangerous especially on the playground.
12. Due to GLC being on the USDA Food Program, outside food may NOT be brought into the center. (Exceptions for infants only) Adequate snacks and hot lunches are provided daily. Food and menu exceptions cannot be

made unless there are documented medical forms or arrangements are made with the Director.

13. PLEASE, if possible do NOT drop children off during nap time, They NEED to be here no later than 9:00am . Any later causes disturbances in the classroom curriculum . If the occasion arises that you need to bring them in later PLEASE let us know a day or 2 ahead.
14. Blankets are provided by the center and laundered weekly. No blankets or pillows allowed.
15. Should the management of GLC determine for any reason, in its sole discretion, that a child should be disenrolled, the child will be disenrolled. This agreement will be terminated at the option of GLC. Parents will be given 3 weeks notice of disenrollment.
16. In case of the withdrawal of my child from GLC , I agree to give the center 3 weeks notice. If this notice is not given , I agree to pay 1 full weeks tuition.
17. I agree to pay each week, on the first day my child attends. A tuition fee of \$_____ is due weekly (unless other payment arrangement have been made with the Director) with no deduction for absence of holidays. If tuition is not paid on time, (the close of business on Tuesday) a late fee of \$30.00 will be added to my account.
18. A one time Registration fee of \$50.00 is due at the time of enrollment. NO fee is refundable. I AGREE TO PAY A LATE PICK UP FEE OF \$1.00 PER MINUTE PER CHILD IN CASH DUE AT PICK UP IF MY CHILD IS HERE PAST 6:30 PM . There is a BI-ANNUAL (March & September) fee of \$50.00 . This excludes Success by 6, VPK and Infants ONLY.
19. I agree to pay a return check fee of \$30.00 for all returned checks. AFTER 2 returned checks ALL payments thereafter will be paid in CASH.
20. There is ABSOLUTELY NO corporal punishment of any form used in this facility. The use of redirection has been found to be a very positive means of discipline and is very effective. However, if there is any further need for behavior assistance will be taken to the parents and a conference will be arranged to discuss an alternative means of positive discipline.
21. Childcare is payable 51 weeks per year. After 3 months, a 1 week vacation may be taken by the week, NOT DAILY, per calendar year. All other weeks your child attends (even 1 day) you are responsible for full payments if your child is out for the entire week, you are required to pay ½ price.
22. It is the responsibility of the parent to notify the center if your school age child will not be riding the GLC van on any given day. School age children have days off throughout the year. GLC requires you pay extra \$20.00 for a ½ day and /or \$25.00 for a whole day.
23. Any tuition not paid WILL be turned into a credit agency for collection fees added.
24. Returned checks NOT paid in FULL along with returned check fee WILL be turned over to the State Attorney's Office.

25. My Driver License # is _____ Expiration date _____
And my Date of Birth _____ SS# _____

26 The parent agreement is subject to change in whole or part by GLC upon 2 weeks notice.

27 Our goal is to provide a safe, happy, and loving environment to our children. We are dedicated to creating a learning atmosphere, which will develop the whole child. Our aim is to establish the security of a home away from home for the children.

Print _____

Signature _____

Date _____

Director Signature _____

Date _____

Classroom and Pick-up Information

Full Name: _____

Nick name: _____

Date of Birth: ___/___/___

Child's Address: _____

Phone number you would like your child to learn: _____

FAMILY INFORMATION

Child lives with: _____

Mother's name: _____ Father's name: _____

Phone: _____ Phone: _____

Step Mother: _____ Step Father: _____

Siblings: _____

Pets: _____

FRIENDS AND FAMILY ELIGIBLE TO PICK-UP CHILD

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

HELPFUL INFORMATION ABOUT YOUR CHILD

ALLERGIES _____

*Is it ok to apply bugspray and /or sunscreen to your child? ___Yes ___No

*Is it ok to post pictures on GLC Facebook? ___Yes ___No

Permission to Photograph

I, _____ Give permission for Gingerbread Learning Center to
 (Parent or Guardian name)
 photograph my child _____ for the following purposes.
 (child's name)

(Please pick one)

Type of use:	Grant Permission	Decline Permission
Still Photographs:		
Display in my personal scrapbook.		
Give photographs possibly containing your child to current clients.		
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients.		
Display still photos on child care's Website..		
Display photos on child care's Facebook page.		
Other:		
Videos:		
Give video to current parents.		
YouTube TM promotional video		
Other (please list)		

Only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Signed,

(Parent or Guardian Signature)

(Date)

PERMISSION TO USE BUG SPRAY

My child, _____, may have Bug Spray applied to exposed skin areas before going outside.

I will provide Bug Spray for my child and write my child's name on the container.

Signature of parent or Guardian

___/___/___
Date

PERMISSION TO USE SUNSCREEN

My child, _____, may have Sunscreen applied to exposed skin areas before going outside on warm sunny days.

I will provide a Sunscreen with Sun protection factor (SPF) of 15 or higher.

I will mark my child's Sunscreen with his/her name in permanent marker.

Signature of Parent or Guardian

___/___/___
Date

Parent's Role

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

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

More
information
and free
resources:

MyFLFamilies.com/ChildCare

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

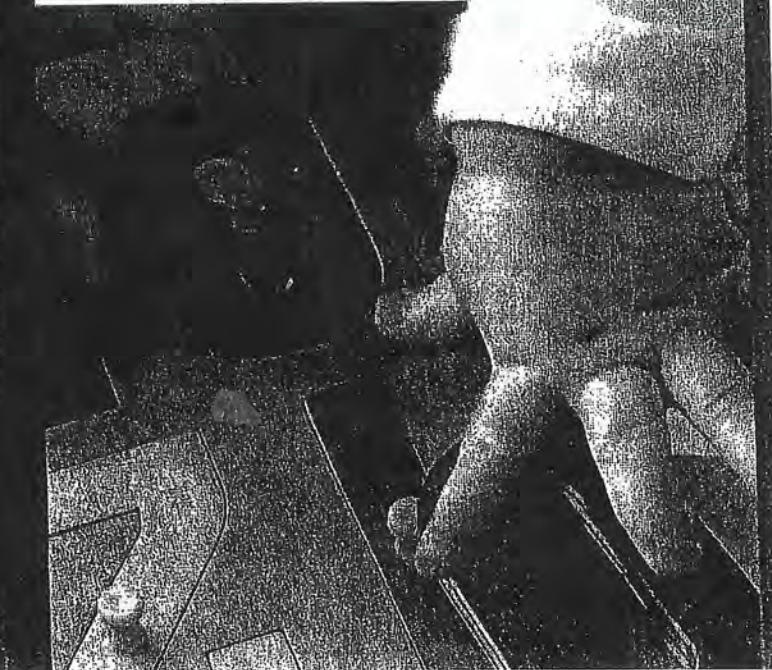
License Number: _____

License Issued on __/__/__

License Expires on __/__/__

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

MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGISTRATION
AND BACKGROUND SCREENING

MYFLFAMILIES.COM

To report suspected or actual child abuse or neglect, please call the Florida Abuse Hotline at 1-800-352-5437.

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

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Health Related Requirements

- Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

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

Record Keeping

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

Physical Environment

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

Quality Child Care

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

Quality Activities

- Are children initiated and taught to share?
- Include social interchanges with other children.
- Are expressive including play, drawing, story telling, music, dancing, and other activities.
- Include exercise and coordination activities.
- Include free play and organized activities.
- Include opportunities for all children to be creative, explore, and problem solve.



uring the 2009 legislative session, a
w law was passed that requires child
re facilities, family day care homes
d large family child care homes
ovide parents with information
tailing the causes, symptoms, and
ansmission of the influenza virus
ie flu) every year during August and
eptember.

y signature below verifies receipt of the
ochure on *Influenza Virus, The Flu, A
aide to Parents:*

ame: _____
hild's Name: _____
ate Received: _____
ignature: _____

lease complete and return this portion of
ie brochure to your child care provider, in
rder 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



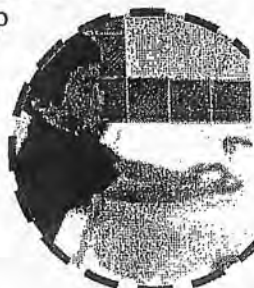
How can I protect my child from the flu?

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.

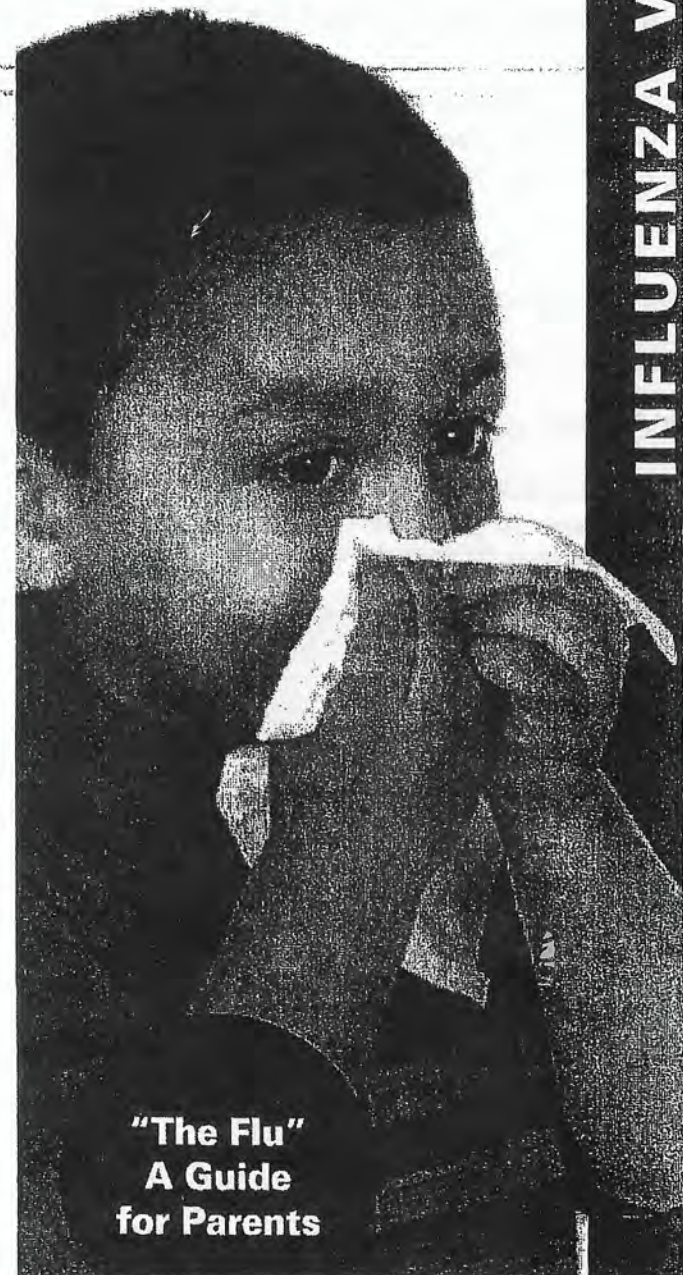


How can I tell if my child has a cold, or the flu?

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 or contact your local licensing office below:



INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**

A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



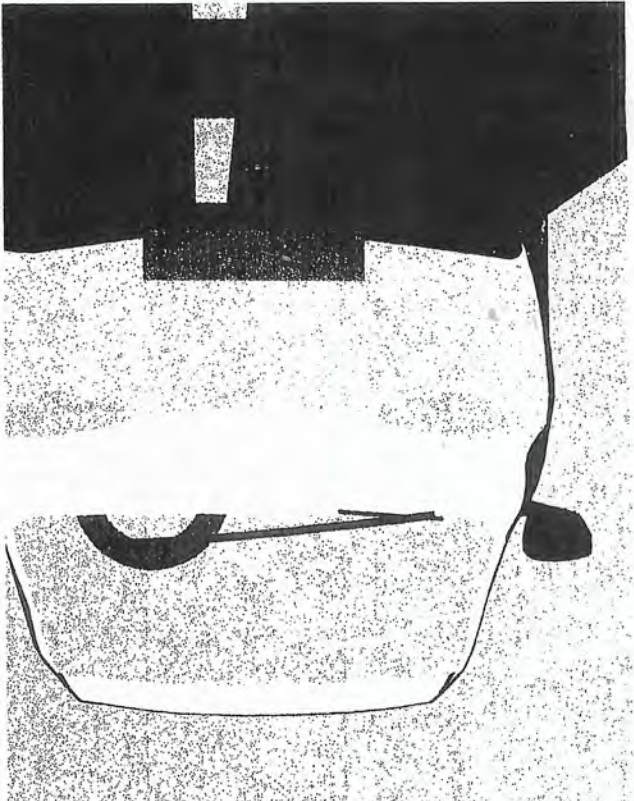
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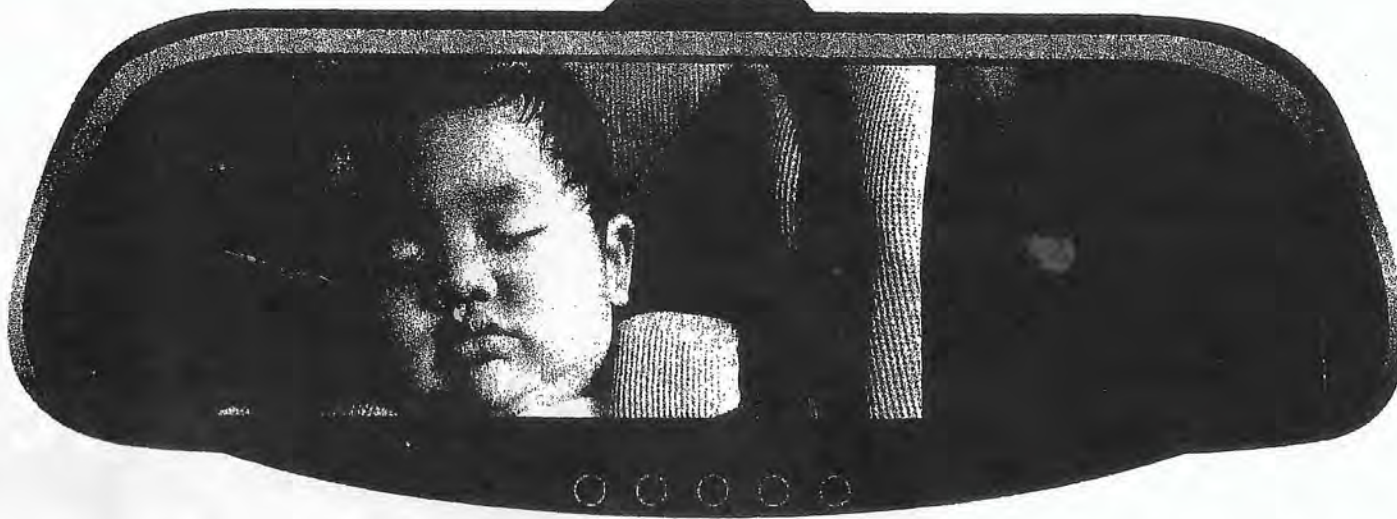
The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2019

**DISTRACTED
ADULT**

When life happens... Don't be





FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family care homes to provide parents, during the month April and September each year, with information regarding the potential for distracted adults to fall drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

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

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE**