



Dear Parents,

In order to complete the registration process we ask that you fill out all the following paper work below. This can be turned in at registration time. In accordance with the law, in order for your child to attend school. All the following papers' must be completed and on school premises for the Department of Children and Families to review. Your child will not be able to attend school if we do not have this paper work on file. Your prompt attention is appreciated.

- Signed Enrollment Contract and Application
- Emergency Contact Form with government issued Identification for each person authorized to pick up child from school
- Disciplinary Procedures and Expected Conducted
- Statement of Faith
- Statement of Cooperation
- Permission Form
- Know Your Child Care Center Brochure (signed on the front)
- Influenza Virus Brochure (signed on the back)
- Blue Certificate of Immunization (provided by doctor)
- Yellow Student Health Examination Florida Department and Families form (provided by doctor)
- Copy of student's Birth Certificate
- Copy of student's Social Security Card
- Government issued Identification for each emergency contact listed

At your service,

Evelyn Gonzalez
School Director



Trinity Christian Academy Application & Enrollment Contract

Parties to the contract are Trinity Christian Academy of Miami (hereinafter-called school) and Parent(s) and or Guardian(s) of the Named Child. Hereinafter called parent(s), and the parties hereto agree as follows:

The Child; _____ (Birth Date _____ Gender _____) is, at sole discretion of the school, enrolled for the full term (or remainder thereof), attendance to commence on or about _____ / 20_____, and I/We engage those services I/We have indicated on page three of this contract. I/We understand and agree that additional or subsequent services we may engage verbally or in writing will be part of the contract.

I/We herewith the Tuition Registration Fee specified on the current school schedule of fee which shall be retained if the child is accepted for enrollment/re-enrollment, but does not, in fact, enroll or attend classes, for whatever reason, all payments made to the school are NON-REFUNDABLE. Trinity Christian Academy of Miami will not be required to refund any monies, at any time, even if the student is expelled by the school administration or withdraws by choice.

I/We understand that the school does not discriminate in the staff or students on the basis of race, religion, sex, or national origin.

I/We agree to become informed about the school's philosophy, methods, and objectives and to provide effective support for the school's program from the child including homework, deportment, and discipline. I/We accept responsibility for and will correct any unruly behavior by the child in the school. I/We agree to immediately inform the school if the child is tutored or undergoes psychological or academic testing, and to promptly give the school all records and to direct practitioners to confer with the school in all matters relevant to the student's school experience. I/We agree that if the school, at its sole discretion, determines that actions of the child and/or its Parent(s) Guardian(s) interfere with the school's ability to accomplish its objectives, and then the school has the right to immediately dismiss the child and refuse enrollment/re-enrollment.

I/We agree that the child is admitted for the full term (or remainder of term if starting date is within a current term) and I/We hereby agree to pay tuition and fees according to Payment Plan as specified on the school tuition schedule in effect at the time of attendance and agree that said schedule and subsequent schedules are a part of this contract. I/We agree that the services will be suspended immediately if payment schedule are not met. I/We agree that tuition and fees are not subject to adjustment or refunds because of absence, illness, or withdrawal of the child from school for any

reason. I/We agree that there will be no adjustment or refund of fees for absence due to school closure because of riot, civil commotion, civil emergency, war, government order directed to the student or school, medical epidemic, weather, partial or total destruction of the school facility, or general economic panic or collapse. I hereby agree to pay the monthly tuition in the amount of \$_____ for the 20__-20__ school year. I assume all financial responsibilities with regards to this obligation. I understand that my child will be required to this obligation.

Parents are to ensure that their child arrives to school on time. **Arrival is from 8:30 a.m. to 9:00 a.m.** Any deviation from the arrival of school on time on a regular basis must be cleared with the Head of the School. We understand that emergencies may arise. In such cases, we will need a note signed by the parent or guardians explain the reason for being tardy.

Uniforms must be worn every day. The uniform policy and acceptable items are listed in the Parent Student Handbook and must be strictly adhered to. Parents will be required to drop off the appropriate uniform to students who arrive to school without proper uniform.

Parents agrees to not compete with Trinity Christian Academy of Miami, solicit pupils or teacher or in any capacity enter employment of any private or semi-private school located anywhere within the radius of ten miles from Trinity Christian School of Miami during the term of this agreement, and for a period of one year from the date of this agreement terminates unless it shall be mutually agreeable to both parent and school an so stated in writing.

Authorization for Emergency Medical & Surgical Treatment: I/We hereby give consent for school to submit the child for emergency treatment to a hospital and hereby give consent and assume liability for payment of fees or any medical or dental treatment, anesthesia, surgery, radiology, and laboratory work recommended by the attending physicians assigned to the child at the hospital. I/We agree to promptly provide the school the names, phone numbers, and addresses of emergency contacts and to promptly notify the school in writing of any changes.

I/We give Trinity Christian Academy of Miami permission to use my child (ren)'s likeness or photo that may appear in School or Public Publications, TV, or Electronica Media.

The parties hereto agree that this enrollment/re-enrollment contact continuing for subsequent years subject to the tution and fee schedules, which the school shall publish from time to time.

Father's

Signature_____FDL#_____Date_____

Mother's

Signature_____FDL#_____Date_____

Legal Guardian's

Signature_____FDL#_____Date_____



CHILD CARE APPLICATION FOR ENROLLMENT

Student Information:

Gender: ☐ Male ☐ Date of Enrollment: _____

Name: _____
(Last) (First) (Middle) (Nickname)

Date of Birth: ____ / ____ / ____ Social Security Number: ____ - ____ - ____
Mo Day Year

Child's Physical Address: _____

City: _____ State: _____ Zip Code: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Meals Typically Served While in Care: ☐ Breakfast ☐ A.M. Snack ☐ Lunch ☐ P.M. Snack

Helpful information about Child:

Family Information:

What is the marital relationship in your home?

Parents are: ☐ Married and living together ☐ Separated ☐ Divorced

If divorced, which parent has custody? ☐ Mother ☐ Father ☐ Both ☐ Other

☐ One parent deceased ☐ child living with one parent and step-parent

☐ Other (please specify) _____

Student's Name: _____
(Last) (First) (Middle)

Father/Guardian

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City: _____ State: _____ Zip Code: _____

Cell# () _____ Work# () _____ Home# () _____

Email Address: _____

Employer: _____ Address: _____

Mother/Guardian

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City: _____ State: _____ Zip Code: _____

Cell# () _____ Work# () _____ Home# () _____

Email Address: _____

Employer: _____ Address: _____

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: _____ Phone # _____

Address: _____

Doctor: _____ Phone # _____

Address: _____

Doctor: _____ Phone # _____

Address: _____

Hospital of Preference: _____

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

Contacts:

Child will be released only to the custodial parent or legal guardian and the person 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 or legal guardian cannot be reached:

Emergency Contact 1*must be 18 years of age*

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City: _____ State: _____ Zip Code: _____

Cell# () _____ Work# () _____ Home# () _____

Government Issued Identification produced & Number _____

Relationship to the child: ☐ Sibling ☐ Grand Parent ☐ Uncle ☐ Aunt ☐ Other _____**Emergency Contact 2***must be 18 years of age*

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City: _____ State: _____ Zip Code: _____

Cell# () _____ Work# () _____ Home# () _____

Government Issued Identification produced & Number _____

Relationship to the child: ☐ Sibling ☐ Grand Parent ☐ Uncle ☐ Aunt ☐ Other _____**Emergency Contact 3***must be 18 years of age*

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City: _____ State: _____ Zip Code: _____

Cell# () _____ Work# () _____ Home# () _____

Government Issued Identification produced & Number _____

Relationship to the child: ☐ Sibling ☐ Grand Parent ☐ Uncle ☐ Aunt ☐ Other _____

- Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), or

Section 65C-20.11(2) (c) (1), F.A.C., requires that parent(s) receive a copy of the family day care home brochure, "Selecting a Family Day Care Home Provider" (CF/PI 175-28).

- Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, or

Section 65C-20.010(6)(c), F.A.C., requires that a written copy of the family day care provider's discipline policy be available for review by the parent(s).

Your signature below indicates that you have received the above items and the information on this enrollment form is complete and accurate.

Father's
Signature_____ FDL#_____ Date_____

Mother's
Signature_____ FDL#_____ Date_____

Legal Guardian's
Signature_____ FDL#_____ Date_____



DISCIPLINE POLICY

The following procedures will be implemented to help improve any discipline problems:

1. If any child becomes disruptive, he/she will be redirected to a new lesson or activity that will interest the child. However, if the situation cannot be remedied, the child will be asked to sit in the reflection chair. This time is used for the child to reflect upon his/her behavior and relax. He/she will be separated from the class during this time to allow time for the child to calm down.
2. Each child has the opportunity to discuss his/her feelings and behavior on a continuous basis with the distresses and staff to help clarify the situation.
3. If a child exhibits forceful behavior, the child will be supervised by an adult in a room separate from the other children in order to prevent him/her from hurting himself or the other children.
4. Discipline shall not be subject to discipline which is severe, humiliating or frightening.
5. Discipline shall not be associated with food, rest, or toileting.
6. Verbal abuse, spanking or any other form of physical punishment is prohibited.
7. Parents will be contacted if behavior is not corrected.
8. According to Chapter 827, Section.07 of the Florida Statutes, every staff member is required to report any suspected child abuse or neglect whether it is physical, sexual, or emotional to the proper authorities.

I/We have received in writing the disciplinary practices used by this child care facility.

Parent/ Guardian Signature: _____ Date _____

Child's Name: _____



STATEMENT OF FAITH

“Teach your children right from wrong and when they are grown they will still do right”
Proverbs 22:6 (CEV)

- We believe that the scriptures of the Old and New Testaments are the inspired Word of God, and are the supreme and final authority of all faith and practice. (2 Timothy 3:15-19, 2 Peter 1:21)
- We believe in one God, creator and sustainer of the universe, who is eternally existent in three persons Father, Son, and Holy Spirit (Gen. 1:1; Matt.28:19, John 10:30).
- We believe in the deity of Jesus Christ; His virgin birth, sinless life. His substitutionary death on the cross to pay for the penalty of sin, His bodily resurrection and exaltation at the right hand of God the Father, and His personal and imminent return to earth someday (Acts 1:11; Revelation 19:11)
- We believe that all humans are sinners, guilty before God and under his condemnation (Romans3:23).
- We believe that all who by faith receive Jesus Christ are born-again of the Holy Spirit, therefore becoming children of God and eternally saved; the Holy Spirit dwells within every believer to enlighten, guide, and empower them in all of life, testimony and service (Romans 5: 8-9; Ephesians 2: 8-10).
- We believe in the bodily resurrection of the just and the unjust. The just are saved to everlasting blessedness in glory. The unjust to everlasting conscious punishment in Hell.
- We believe all Christians are called into life of separation from all worldly and sinful practices and alliances (Romans 8: 13-14; 1 Cor. 6: 19-20)

I AM IN FULL AGREEMENT WITH THE SCHOOL’S STATEMENT OF FAITH

Signature: _____

Date: _____



I _____ the parent or legal guardian of
_____ (student's name) have read and understand Trinity
Christian Academy of Miami's:

Disciplinary Procedures and expected conduct policy

Initials _____

Florida Department of Children Brochure:

"Know your Child Care Center"

Initials _____

"Influenza Virus"

Initials _____

Parent Handbook

Initials _____

Signature of Parent or Legal Guardian

Signature of Parent or Legal Guardian



PERMISSION

Permission ☐ **is** ☐ **is not** given for photographs, movies, or video tapes for publicity purposes.

Permission ☐ **is** ☐ **is not** given to have my child (ren) to participate in water activities planned by Trinity Christian Academy of Miami. I understand that at least two adults will be continuous supervision and that safety rules will be enforced. This is not intended as a waiver or release of any legal responsibilities.

Signature of Parent or Legal Guardian

Signature of Parent or Legal Guardian



SCHOLORSHIP INFORMATION SHEET

Child Development Services (CDS)

CDS is staffed by a cadre of dedicated professionals committed to assisting families seeking child care information, resources, referrals and financial assistance for early care and education.

Assists parents and families needing financially assisted child care (School Readiness and Voluntary Pre-Kindergarten) for children from infancy to 9 years of age.

Services include eligibility determination and placement of children through a network of licensed child care facilities throughout Miami-Dade County.

<http://egvsys.metro-dade-.com:1608/WWWSERV/ggvt/cdsaw000.dia>

5400 NW 22nd Ave
Miami, FL 33142
305.636.2700

Early Learning Coalition - School Readiness

School readiness programs have been designed to prepare children for school, particularly those from income-eligible families. These programs are intended to serve as a preventive measure for children at risk of future school failure. Priority for school readiness program participation is given to: children whose parents are economically disadvantaged, children who have been determined to be at risk of abuse, neglect, or exploitation, and children with special needs.

<https://www.elcmdm.org>

2555 Ponce de Leon Blvd, Suite 500
Coral Gables, FL 33134
305.646.7220



SCHOOL DRESS CODE

All children are expected to wear their uniforms on a daily basis, unless otherwise specified by the school office. Uniforms are mandatory for all children except for the Infant Class. Students will not be admitted without their proper uniform.

The following dress code will be strictly enforced:

Girls:

- Yellow polo shirt with the school's logo.
- Navy blue skirts, shorts, or pants. No leggings or jeans.
- White socks or white tights with black shoes or sneakers. No flip flops, clogs, heels, cowboy boots or crocks.
- Make-up, temporary tattoos, body paint, hats/head covering not permitted

Boys:

- Yellow polo shirt with the school's logo.
- Navy blue shorts or pants. No basketball shorts or jeans
- White socks with black shoes or sneakers. No flip flops, cowboy boots or crocks.
- Temporary tattoos, body paint, hats/head covering not permitted

Students not in accordance with the dress code will be sent to the office to call home and will not be admitted back into class until appropriate clothing is brought to the school. Students with borderline infractions will be given a warning and reminded of the dress code.

According to Kim Zoller at Image Dynamics, 55% of another person's perception of you is based on how you look. Ensure your child is well groomed, clothes are clean and wrinkle free .

Let's work together and help our tiny ones "Dress for Success".

Navy bottoms can be purchased at

All Uniform Wear #2

8456 SW 8 Street, Miami, FL 33144

Shoes may be purchased at Step by Step

4762 SW 72nd Avenue

Miami, Florida 33155

GIRLS
Summer & Winter Wear



BOYS
Summer & Winter Wear





ATTENDANCE POLICY

Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents. While perfect attendance is the goal, all students must be in attendance at least 90% of the time in order to be prepared for the next grade level. Absences from class will affect grades.

Excused and Unexcused Absence

According to Miami Dade County Public School Policies, excused absences are for the following reasons:

Excused

- Student illness (after 3 days, you must provide a note from the doctors)
- Medical appointment (provide a note from the doctor)
- Death in the family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service must be observed.
- School-Sponsored activity previously approved.

Unexcused

- Trips
- Illness of relatives
- Anything not listed above

All absences will be unexcused unless parents send a note explaining your child's absence. Students granted an excused absence have the right to make up all class work with a week of their return. Work missed for unexcused absences will be counted as zeros and may endanger your child's progress. Late arrivals and early dismissals also affect the student's progress. Please make every effort to have your child in school from the start (9:00 a.m.) of the day to dismissal (12:00 p.m.). Conferences with Administration will be requested for you to share attendance information regarding your child's attendance problems – excessive absences, tardiness, and other concerns.

Tardiness

Plan with your child the time he/she should leave home in order to arrive at school by 8:45 a.m. Encourage promptness. The Student's academic day begins promptly at 9:00 a.m. We urge you to help your child develop the personal characteristics of punctuality. We must eliminate tardiness in order to use our time more wisely and have the best opportunity for achievement!

Parent/ Guardian Signature: _____ Date _____

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?

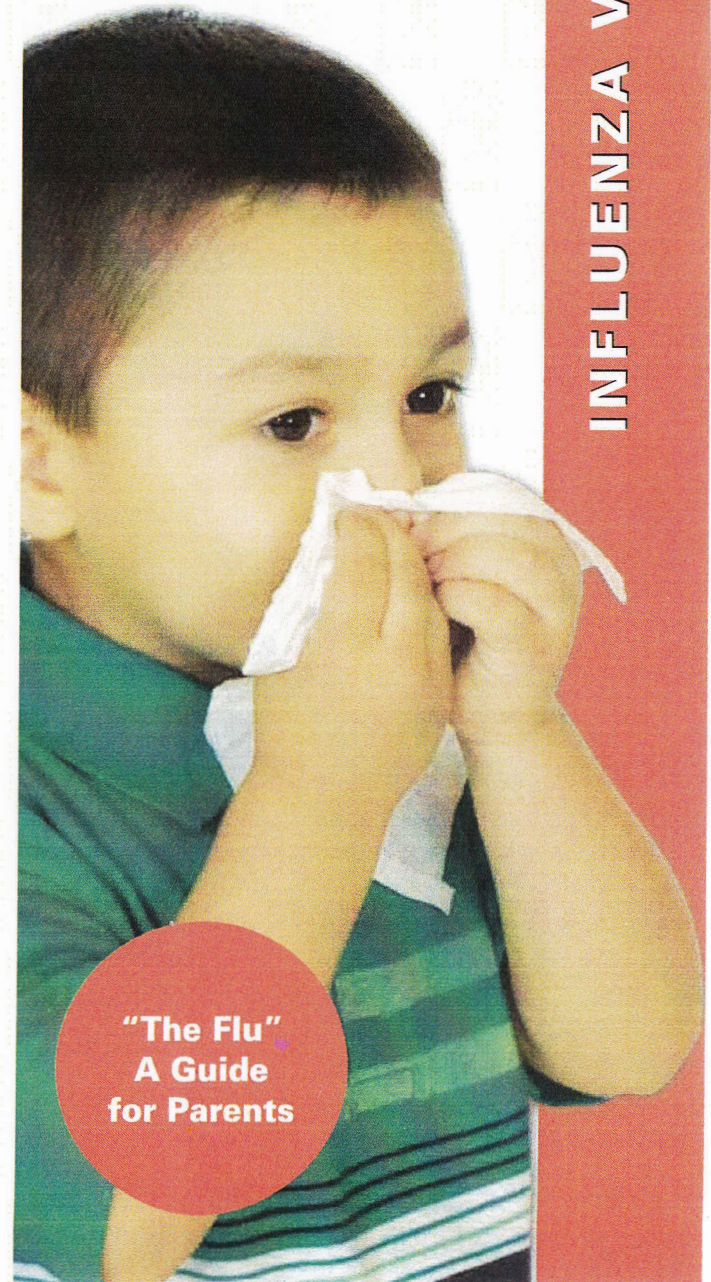
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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:

CF/PI 175-70, June 2009

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



INFLUENZA VIRUS

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

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.

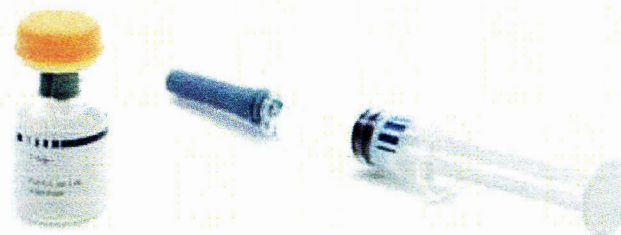


What should I do if my child gets sick?

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



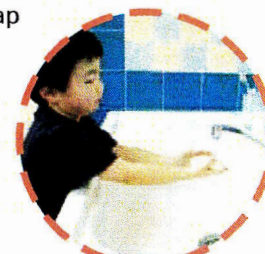
How can I protect my child from the flu?

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/>

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Caregivers

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

Quality Environments

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

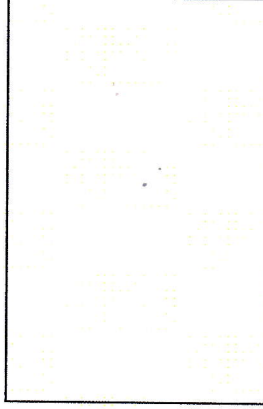
Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free play and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.



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

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



Know Your Child Care Facility



CFPI 175-24, 10/2007

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

X

Parent Signature

Licensing Standards

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

License Number: _____

License Issued on ____/____/____

License Expires on ____/____/____

For more information regarding the compliance history of this child care provider, please visit: www.myflorida.com/childcare.

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:

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25

- ✓ 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.

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.

- ✓ Equip 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.

Training Requirements

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

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.

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.

Parent's Role

The parent's role in quality child care is vital to it's success. In partnering with the caregiver to achieve this goal, parents should:

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

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



Getting In; Getting Out...



In: Check Behind The Car

- BEFORE GETTING IN THE CAR AND STARTING THE ENGINE, walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In; Getting Out...



Out: Check the Back Seat

- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911** IF YOU SEE ANY **CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

My signature below verifies receipt of the **Getting In; Getting Out...** flyer from the Department of Children and Families.

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

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

