

School Supply Sheet

- 2 Container of Clorox wipes
- 2 Packs of baby wipes
- 2 Bottle of Elmer`s glue & glue stick
- 2 Pack of construction paper
- 2 Pack of white copy paper
- 2 Dry Erase Markers
- 1 Box of Crayola crayons
- 1 Box of washable Crayola markers
- 1 Pencil Box
- 2 Boxes of Kleenex
- 2 Bottles of washable paint
- 1 Inch binder
- 1 Pack of Pom Poms
- 2 Roll Of Paper Towels
- 1 Pack of Feathers
- 1 Bottle of Bubbles
- 2 Bottles of Hand Soap
- Pack of Crayola Play dough
- One Pair of kids scissors
- 1 Box of Q-Tips
- 2 sets of extra clothes in Ziploc bags with child`s name on both bags
- 2 Folders with pockets and prongs in the middle
- 1 Subject notebook (70 sheet)- **Not for Infant Room**
- 1 Inch Kinder mat- **Not for Infant Room**
- Beach Towel-**Not For Infant Room**
- 1 Rubbermaid 7 quart container with grip lid- **Not For Infant Room**
- Lunchbox or Bag

Parents we try to keep the registration fee low because we do give a supply sheet. Please make sure you bring in supplies to help us out and so that we can continue to help you by keeping our tuition as low as possible. If you have any questions please see Mrs. Melanie. Please make sure that you put your child`s first and last name on all of their supplies such as Mat, Beach towel, Rubbermaid container, lunch box, clothes or jacket! Please do not send sippy cups all drinks must be disposable bottles unless they are enrolled in the infant or one year old classroom. Please do not allow your child to bring any toys into school from home. They will also need to wear **close toed tennis shoes** for their safety and play clothes for they may get dirty while playing. Please do not bring in Backpacks we do not have space in the cubbies for them.

Tuition

Infants- Full Time (250.00)

One Year Old- Full Time (220.00)

Two Year Old- Full Time (175.00)

Three Year Old- Full Time (150.00)

Four Year Old- Full Time (145.00)

Five Year Old – Full Time (140.00)

VPK Wrap around care- (90.00) Non- Instructional VPK day (29.00) VPK Fulltime Rate (145.00)

Morning Drop in care- School Age - 60.00

Afternoon Drop in care- School Age - 60.00

Holiday & Summer Care for School –Age - Full Time (120.00)

Registration Fee-35.00

Children in VPK that stay for wrap around care will have a charge of \$90.00 a week. If it is a holiday week your tuition will be the fulltime VPK rate, if it is a non- instructional or VPK Holiday the daily tuition is 29.00 dollars for the day. All VPK children must be here by 8:00 and be picked up by 11:30 unless they attend wrap around care. If you are late picking up VPK there will a late fee of 25.00 Dollars that must be paid in order to attend VPK the next day. VPK students must attend everyday unless you have an emergency which will require a written note.

All children participating in School Readiness Program tuition will have an increase in pay for the amount that the coalition does not pay. If your child/ren misses more than the permitted 3 days for the month and you do not bring in a note to submit for the absent then a daily rate will be added to your account.

All payments are due on Monday. If your tuition payment is not received before closing on Monday evening there will be a 10.00 late fee added to your account. If your tuition payment is not made before closing on Friday an additional 10.00 late fee will be added to your account and your child/ren will not be permitted to stay at the center on Monday morning or until all payments are up to date.

All part time fees are the same as above

Your child's tuition is based on their current age. We do offer help with toilet training. Please remember that your child may not go into Pre-K or VPK in diapers.

All payments must be set up to be withdrawn on the Tuition Express unless you have made other arrangements with the director.

You must sign your child/ren in and out each day! If you do not sign in or out you will be billed \$5.00 each time. If your finger print is not working you may document it in the parent book provided on the counter for you or be sure to let the teacher who is helping up front know.

If you have any questions or concerns and Mrs. Melanie is not in the office please leave your name and number in the parent book or email me at (director@hppreschool.com) and I will call you as soon as I am available. Please remember that not all of the teachers work with your child so they may not be able to help you as needed.



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 Nickname

Child's Physical Address:

Primary Hours of Care: From To

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

Meals Typically Served While in Care: Breakfast AM Snack Lunch PM Snack Supper

Family Information: Child Lives With:

Parent/Guardian Name:

Address:

Home Phone:

Employer:

Address:

Work Phone: /Cell:

Relationship to the child:

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 including symptoms, medication, and notification in the event of an actual emergency (if applicable):

Emergency Contacts:

Child will be released only to the custodial parent(s) or legal guardian(s) and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent(s) or legal guardian(s) cannot be reached:

Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#
Name	Address	Work#	Cell/Home#

Helpful Information About Child:

- 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.
- 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 7.3, C.3 of the Child Care Facility Handbook, requires that parents are provided food and nutrition policies used by the child care facility.
- 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

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 signs, 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:

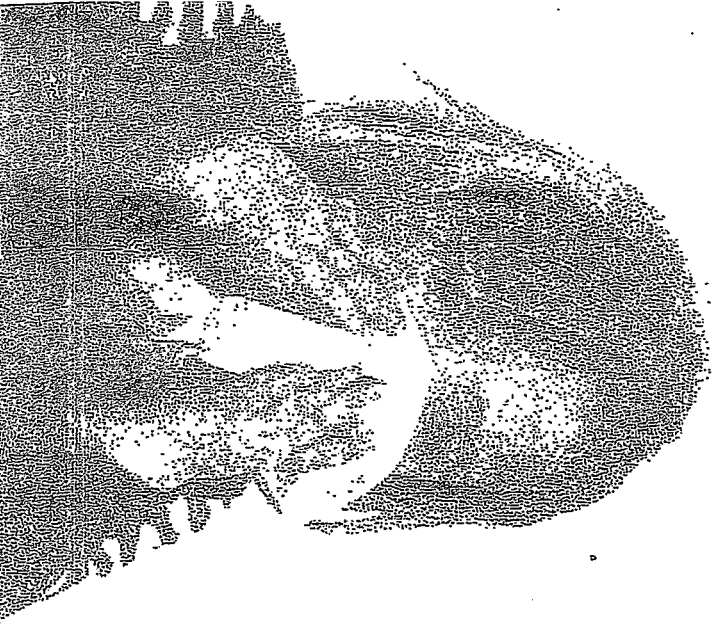
Name: _____

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.

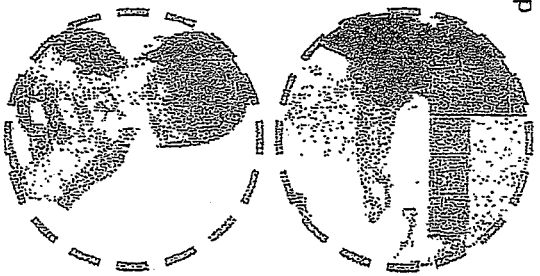
CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- 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

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.



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.

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/>

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 licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).
License Number: C10P00268
License Issued on ///
License Expires on ///
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
AND BACKGROUND SCREENING
MYFLFAMILIES.COM

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

CFFPI 175-24, 03/2014
This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,

Know Your
Child Care
Facility

MyFLFamilies.com/ChildCa

Sign

date

Childs name _____

Attendance Policy

Winterset Pre-School & Childcare will be operating from 7:00am until 6:00pm. Your child will be allowed to attend the center 9 hours a day for the 2023-2024 school years. If your child is here longer than 9 hours there will be an additional hourly fee. Enrolled families receive a calendar showing the days that we will be schedule to be closed for the holidays. If your child does not attend the school due to vacation time or is out for the day you must provide the school with a written absent documentation explaining why your child was absent.

The Early Learning Coalition is a funded program which has attendance requirements. Your child's progress is directly connected to attendance as each day introduces new material and experiences. Attendance during the scheduled days is required to remain in the program unless your child is ill/injured, has a medical/dental/psychological appointment, court order, or a unique situation (vacation, funeral, family, emergency, religious holiday, etc.) occurs which may or may not be excused. A doctor or parent written reason for each absence is required. Absences that exceed the number of paid days by The Early Learning Coalition funds will result in dismissal or you may pay an additional cost for more than 3 days of absences. The child may remain at Winterset Pre-School & Childcare via payment by the parent or another funding source. The Early Learning Coalition only excuses 3 days per month if your child /children are absent more than the excused days you will be required to pay an additional cost.

Parents are required to sign all Early Learning Coalition documents presented to acknowledge policies and procedures as well as attendance verification and consent for our payment from The Early Learning Coalition. Winterset Pre-School & Childcare may require you to use an electronic signature attendance device which will require a password and identification upon arrival and dismissal.

Tardiness negatively impacts your child's progress and disrupts classmates and teaching staff. Chronic tardiness may result in dismissal. This year's program starts promptly at **9:00 AM*** and ends at **6:00 PM***. Please arrive no later than 9:00 or your child **will not** be able to attend for the day. If you have an appointment you must let Mrs. Melanie or Mrs. Neri know in writing at least one week prior and your child/ren must be in the school with a doctor's note by 11:00AM to be permitted to stay for the day. If you arrive prior to 7:00am you will not be permitted into the school until it is time to open the door. Parents not on site at dismissal time, awaiting their child, will be charged a late fee of a dollar per minute per child.

To participate at Winterset Pre-School & Childcare, I agree to comply with the terms of this Attendance and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of this policy.

Printed name of parent on Certificate: _____

Fee Agreement 2023/2024 School Year!

All tuition payments are due on Monday. If payment is not paid by Tuesday morning you will have a \$10.00 late fee added to your balance. If payments are not made before Friday the child/ren will not be permitted into the center on following Monday morning. Payments made after Friday will have additional \$10.00 late fees added to your balance. If your payment is returned for insufficient funds you will be required to pay a \$25.00 NSF fee and possibly pay future tuition in cash or money order.

You will be offered 1 week vacation per **school year** (August-July). The vacation must be Monday-Friday. If your child is absent at any other time you must still pay for the week to hold your child's spot at the school.

All child/ren participating in School Readiness funding will be required to pay the difference for the amount that the coalition does not pay of the tuition rate and the parent fee. If your child/ren miss more than the permitted 3 day period for the month and you do not have a note from the doctor you will have to pay a daily rate for the additional absent days.

Children in VPK will be charged only for wrap around care which is \$90.00 a week. If it is a school holiday week you will be required to pay full price of 145.00 unless it is just one day in which you would add \$29.00 dollars to the VPK fee for all day care during the day that school is closed.

Your child's tuition is based on their current age.

We highly recommend that you set up your payments through Tuition Express so that your payments will automatically come out on Monday mornings (please see Ms. Melanie to set this up). If you choose not to do so you may pay with check, money order, credit card, or cash. All payments must be made by the end of the day on Mondays to avoid any late fees. Payments may also be made on line. Please make all payments to Ms. Melanie.

Signature

Date

Parent Permission Form



I hereby certify that I am the parent/guardian of _____

And give my permission to HPPC for the following:

Photo Release Form:

I give my permission for my child

S photograph or video to be taken while she/he is in the care of preschool personnel. Such images may be posted in classrooms or other appropriate places within the center, used in center presentations or promotional materials, used on Facebook or website, or distributed to staff or clients. I may terminate this permission at any time in the future.

_____ I do not wish for my child's photo to be released.

Authorization to Transport:

I give permission for the transport of my child for field trips. In the event of an emergency that requires the preschool to vacate the premises and I and/or my contacts are unreachable, I hereby authorize the director, or the person in charge in the event of her absence, to transport my child to a safe environment until I can be reached.

_____ I do not give permission for transport.

Screening Assessment:

I give permission for my child to be given developmental screening assessments.

Authorization of Emergency Treatment:

I give my permission for the Director, acting director or teacher to take whatever steps may be necessary for medical care. I understand that the order of actions taken will follow the outline below unless there is a need for immediate action, but will not be limited to these actions:

1. Parent or guardian will be called
 2. Child's physician will be called Physicians name and number _____
 3. Contact person parents have listed will be called
 4. If none of these efforts are successful an ambulance will be called and child take to a medical facility.
- In order for the school to assume responsibility for my child, I understand that I must sign the child in at arrival time.

Parents Signature

Date

State of Florida County of Polk Sworn to and subscribed before me in the aforementioned State and County: this _____ Day of _____, in the year _____

Personally appeared _____ who is personally known to me or has produced Florida Driver's license # _____ as identification and who did not take an oath.

Notary Public, State of Florida _____

Child Health and Development Questionnaire

Child's Full Name: _____

Please answer the following questions on this form. We feel this information will help us be more effective in working with your child.

List any known allergies to food or environment. What is the allergic reaction?

Does your child complain of feeling ill often? _____ Has your child had seizures? _____

Describe your child's appetite: _____

Does your child dislike any foods? _____ If so, what? _____

How easily does your child fall asleep? _____

What is the usual bedtime? _____ Wake up time? _____

Is your child completely toilet trained? _____ Yes _____ No

When did the child begin to walk alone? _____

Are other adults (not family) able to understand the child's speech? _____ Yes _____ No

Does your child have a regular playmate? _____ Same age _____ Older _____ Younger

Are any other languages, besides English, used at home and if so, what are they?

If your child is troubled, what best calms them down?

What is your child's favorite toy or activity at home?

Does your child have temper tantrums? _____ Bite nails _____ Twist hair _____

If you could describe your child in one word, what would it be?

Please list your child's strong points, such as happy, curious, loving, etc.

Is there anything else, medical or otherwise that we need to know about your child?

Are there any concerns at home that you would like to share with us?

Winterset Preschool Student Emergency Card

Last Name _____ First Name _____ Middle _____

D.O.B. _____

In case Of Emergency

Mother's Name _____ Cell # _____

Work # _____ Home # _____ Email: _____

Father's Name _____ Cell # _____

Work # _____ Home # _____ Email: _____

Person to contact if parent cannot be reached:

Name: _____ Relationship: _____

Home: _____ Cell _____ Email _____

Child Pick up list:

Name: _____ Relationship _____

Cell: _____ Home: _____ Work: _____

Name: _____ Relationship: _____

Work: _____ Cell: _____ Email: _____

Does your child have any Allergies? Yes ___ NO ___

If yes please explain and note what your child is allergic to or has any allergies to!

Parent Sign and Date: _____

This form will be giving to your child's teacher; it will be put in a binder for **emergency contact only!** This form will only be used in case of an actual emergency which would include but not limited to Fire, Lockdown, or tornado emergencies. The names stated on this form will be who we contact if there is an emergency. These names and Numbers should be the same as the office! You cannot add or change the names without seeing Mrs. Melanie first so that she can update what she has in the office computer for you. If you need more space please fill free to add names on the back of the sheet. It is **important** that everyone gets their finger print scanned before checking your child in or out. Everyone who is permitted to pick your child/ren up must present an ID that will be put into the system and copied. If they do not have a ID then they will not be permitted to leave with your child. You must update your paper work in person no one can give permission for pick up ova the phone. This is for the safety of all of the children. If Mrs. Melanie is out of the office the person left in charge will contact you in case of emergency.

Winterset Preschool & Childcare Sick Policy

Our well child policy states that your child has to be symptom free for 48 hours. This precaution helps keep cold, viruses, and other illnesses from spreading throughout the center. We want to do our best to keep the center healthy.

Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 100°F. (A child needs to be fever free for a minimum of 48 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or loose stools within last 48 hours.
- Vomiting: in a 48 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous/productive coughing.
- Runny or green nose (other than clear), draining eyes or ears.
- Red, itchy eyes
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

If you are called to come and pick up your child, we ask that you arrive within one hour of being notified. Some instances may require a doctor's note before returning. Your child may not return to school for 48 hours if they were sent home from an illness. They must be out 48 hours symptom free of any illness to make sure that we keep the other children and staff well.

Sign _____

Date: _____



EARLY LEARNING COALITION
OF POLK COUNTY

Office use only: H-R _____ L _____ P.T. _____
V _____
Date of screening: _____

Permission Form Vision and Hearing Screening

Child's Name: _____
(Please print legal name)

Date of Birth: _____ Child Care Center: _____

The Florida Department of Health and the Early Learning Coalition of Polk County have joined together to provide vision and hearing screenings for children 0-5 years of age. Primarily, children ages 2-5 will be screened, and children 6 months to 2 years of age may also be screened if time permits, or if a screening is requested. These screenings will be performed at your Child Care Center at no cost to you. You will receive a letter with the results of your child's screenings.

Parental permission is required to screen your child. Please complete this form.

Yes _____ I give my permission for my child to participate in the vision and hearing screenings.

No _____ I do not want my child to participate in the vision and hearing screenings.

Parent/Guardian (Print): _____

Parent/Guardian (Signature): _____

Mailing address: _____
Street City Zip code

E-mail address: _____

Date: _____ Daytime Phone Number: _____

Please return this form to your child care provider.

For further information call: Florida Department of Health--Polk (863) 393-5074 or (863) 701-4168.

Dear Parents,

At Winterset Preschool & Childcare, we are constantly looking at ways to improve on the service we provide you and your children. With this in mind, we are excited to offer the convenience of automated tuition and fee payments

Tuition Express, part of our Procure Software management system, allows us to process tuition and fee payments safely, quickly and efficiently. In a matter of minutes we will accomplish what has taken us hours to complete -- leaving us more time to spend with your children.

Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically and on a schedule that we both agree upon. Winterset Preschool & Childcare can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com.

Your personal account information is safe with Tuition Express -- safer, in fact, than paying by check. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please look over the attached *Frequently Asked Questions*. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask.

By completing the enclosed Tuition Express enrollment form, you will help us take a gigantic step forward in our payment processing -- a step that will allow us to spend more time with your children and less time processing payments and making trips to the bank.

Tuition Express is convenient for you, efficient for us, but best for your children. Welcome Aboard!

Sincerely,

Winterset Preschool & Childcare
6336 Cypress Gardens Blvd.
Winter Haven, FL 33884

Frequently Asked Questions by Parents

We are excited to offer automatic payments through Tuition Express. With this service it is no longer necessary for you to write a check for tuition and fees. Payments will be automatically debited from your bank account or charged to your credit card. All payments are secure and you can even choose to have a receipt emailed to you after each transaction. It's easy to sign up—just ask your child care provider.

When I pay my tuition automatically, how secure is my account information?

Very secure—more secure than when you write checks. The checks you write every day have your name, address, phone number, and sometimes your driver's license number on them. With this information, criminals have all they need to access your account, or worse, steal your identity. Automatic payments greatly reduce this potential by limiting the amount of information available and the number of people who have access to it. Tuition Express also incorporates additional security procedures, utilizing 256-bit encryption.

What if the child care provider makes a mistake and takes out too much money?

Report the error immediately—it was likely an honest mistake. The child care provider will adjust your account accordingly.

What if my child care center and I disagree about a payment?

If you feel that the payment should not have been made, you have the right to dispute the charge. Contact your bank or credit card company. Tuition Express and your child care provider will work closely to resolve the issue in a timely manner.

Does this form of payment give the child care center access to my account?

Nobody at the child care center has access to your account. When you sign up for Tuition Express, you only authorize your bank or credit card company to release the exact amount owed to your provider, when it is due and payable.

How will I know when a payment is taken out of my account?

Your child care expenses will be taken out of your account on a schedule that you and the child care center agree upon. Your child care center has the ability to print statements for your records, prior to the withdrawal of any money. Payments made electronically will post to this statement with the Tuition Express label. Statements issued through your bank or credit card provider will display the name of your child care center for debited transactions

When I sign up for Tuition Express, how will this help my child care provider?

Your child care provider has chosen to offer automatic payments for several reasons. First, it will give you the convenience of not having to write a check every time tuition and fees are due. Second, it allows regular scheduling of your payments. Third and most importantly, automatic payments reduce the amount of time your child care provider spends on administrative tasks, giving staff more time to spend with the children.

How do I get started?

Simply complete the "Payment Authorization" form and return it to your child care provider. They will do the rest!

Where can I learn more?

For more information on the benefits of Tuition Express, please visit us at tuitionexpress.com.

Tuition®

Automated Payment Processing

Safe - Convenient - Easy

Express

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

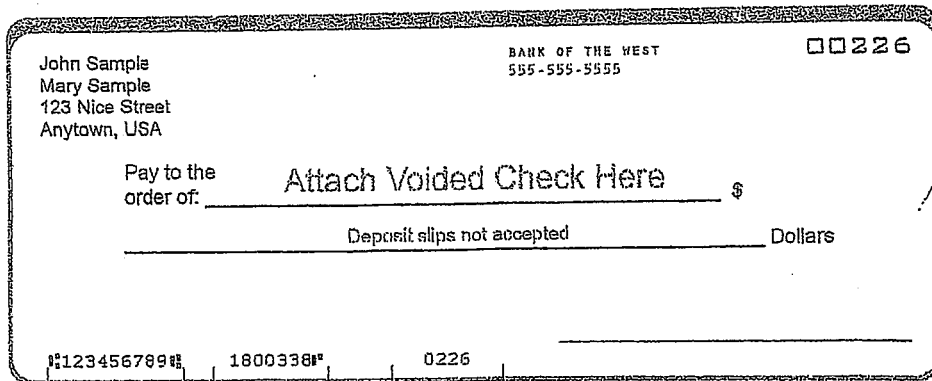
SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

Authorized Signature	Date
----------------------	------

For Official Use Only

Date Received
Employee Signature



08/10/21

Winterset Preschool & Childcare Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, **Winterset Preschool & Childcare** has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime. Parents are responsible to provide lunch for their child. Winterset only serves snacks twice a day.

Child Care Nutrition

Winterset Preschool & Childcare follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits

- √ We serve fruit.

Grains

- √ We serve whole grain snacks when possible

Beverages

- √ We limit juice intake. If we serve fruit for snack then they receive water instead of juice. When served, the juice is 100% fruit juice
- √ We serve only skim or 1% milk to children age 1 years and older.

Fats and Sugars

- √ We limit sweet food items to no more than once per week.

Role of Staff in Nutrition Education

- √ Staff provides opportunities for children to learn about nutrition 1 time per week or more.
- √ Staff acts as role models for healthy eating in front of the children.
- √ At least 1 staff member joins children at the table for meals and snacks.

Meal and snack times are planned so that no child will go more than four hours without being offered food. Please try to provide healthy and nutritious meals in your child's lunch box daily.

Winterset Preschool & Childcare will only provide two snacks a day for your child. We recommend that you provide a healthy but filling lunch for your child.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every snack. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a week basis to provide the children with a balance of variety and familiarity.

Nutrition and Punishment

Staff will never use food as a punishment.

You may bring in birthday treats to celebrate your child's birthday. Please do not bring in foods prepared from home, only store bought and sealed packages will be accepted.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. A birthday party can be held in each classroom. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the front door or on the office counter.

My signature below indicates that I have received a copy of the nutrition policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

Name of child _____

Winterset Preschool & Childcare Expulsion Policy

Unfortunately, there are times when we have to ask a child to be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When A Child Is Having A Problem In The Classroom:

- Staff will try to redirect the child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will always consistently apply consequences for rules.
- Child will be given verbal warning.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors.

Schedule of Expulsion

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parents behavior warranting an expulsion. An expulsion act is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school that the child may not return.
- The parent/guardian will be informed regarding the length of the expulsion policy or if the child may not return.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

Parental Actions For Child's Expulsion

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms including the child's immunization records.
- Verbal abuse of staff by Parent

- Parents threaten physical or intimidating actions toward staff members. Inappropriately speaking to any staff member, parent or child. Refusing to follow the school's policies and regulations. Parents must conduct themselves as adults at all times.
- Winterset Preschool may dismiss your child from the school at any time for failure of parents to adhere to these rules.

Child's Actions For Expulsion

- Failure of child to adjust after a reasonable amount of time and after unsuccessful attempts to transition the child into the preschool setting.
- Uncontrollable tantrums/angry outbursts that disrupt the classroom or put staff or other children in danger.
- Ongoing verbal or physical abuse to staff or other children.
- Excessive biting.
- Ongoing tardiness.
- Failure to adhere to the school's policies and procedures.
- Any circumstance that the school deems as inappropriate behavior displayed by the child.

Parent Sign: _____ Date: _____

Childs Name _____

Parents,

We at Winterset Preschool absolutely love to celebrate the Holidays and Birthdays with each of your children. Being said this we sometimes have more than one birthday in a month along with a Holiday to celebrate. Sometimes we have several birthdays in a week's times so this school year we are asking that we combined parties into one birthday per month in each classroom. How we can make this happen is each parent can bring in something for the party such as one parent provides cupcakes the other juice, or plates and napkins, if you would like to split the cost of pizza for that day you may do this as well. This is if your child shares a birthday in the same month of another child. We will still sing Happy Birthday to them on their special day but it is a lot to celebrate 10-15 birthday's in one month. I do so hope that everyone understand this. Being said that we now must have permission for your child to celebrate birthdays or holiday parties.

Please remember that cupcakes, cookies, chips, juice and candy is sometimes provided at the birthday / holiday parties. If your child has any allergies please make sure that you let Mrs. Melanie or Mrs. Neribel know and you must provide a note from your child's doctor. If you do not want you child/ren to attend any of the parties please let one of us know and we can move them to another activity while the other littles eat their cake.

We will sometime do activities with food in our classrooms.

We celebrate the following Holidays with parties:

First day of school Celebration 8-11-23: We will provide Ice Cream

Fall Party 10-31-23- We will have a pizza party please provide 5.00 to help with the pizza and snacks.

Thanksgiving Lunch 11-22-23: You may bring in Store bought chicken, Mac & Cheese, Mashed potatoes, Rolls, Juice

Christmas Breakfast 12-22-23: You may bring in: Muffins, Doughnuts, Fruit, Apple or Orange Juice, Chocolate or White Milk

Valentine's Day 2-14-24: You may bring in: Snack cakes, chips, cookies, juice and Valentine's Day cards for the class

Dr. Seuss Birthday 3-1-24: The school will provide Green Eggs and Ham

Easter Party 3-28-24: You may bring in: Snack cakes, chips, cookies, juice, and every child will need to bring an Easter Basket and **12 Filled Easter Eggs** for the egg hunt.

Muffins with Mom 5-10-24: We will Provide Muffins and a drink for moms at 10:00am! Please let us know if you can make it.

Doughnuts with Dad 6-14-24: We will provide Doughnuts and a drink for dads at 10:00am! Please let us know if you can make it.

Independence Day 7-3-24: You may bring in: Red or blue Jell-O and a tub of whip cream

By signing this form you agree to these terms and you do or do not want your child/ren to attend the celebrations.

_____ Yes they can attend ___ No they cannot attend ___

Sign and Date



WINTERSET Preschool & Childcare Holiday Schedule



Winterset Preschool & Childcare will be closed the following days:



Independence 07-04-2023



Labor Day – 09-04-2023



Veterans Day – 11-10-2023



Thanksgiving Holiday – 11-23-2023



Thanksgiving holiday – 11-24-2023



Christmas Holiday – 12-25-2023



Christmas Holiday – 12-26-2023



New Year's – 01-01-2024



Martin Luther King Day – 01-15-2024



President's Day – 2-19-2024



Good Friday – 3-29-2024



Memorial Day – 5-27-2024



In the event that you have questions or need to contact the center please call (863-662-4723) or email us at director@hppreschool.com.



Thanks,



Melanie Leatherberry



Director of Winterset Preschool & Childcare



T-Shirt Order Form

Childs Name _____

Parents Name _____

Number of Shirts _____

Total Amount Paid _____

Winterset Preschool & Childcare offers T-Shirts through the school year! If you would like to purchase any the cost are 10.00 apiece and come in many colors and sizes! They are not required but recommended. Your child will get messy throughout our very fun and adventurists days at our little school. Please be advised that the shirts are order through a third party vender and could take up to two weeks to be delivered. The payment must be made in cash and before the orders are sent in. If you would like to look at the Venders Website her Page is Personal Touch Creations! She is amazing and makes so many cute gifts. Please let her know that we sent you her way.

Size & Color _____ Size & Color _____

Size & Color _____ Size & Color _____

Size & Color _____ Size & Color _____

Colors Offered:

Gray, Teal, White, Pink, Tan, Coral, Green, Peach, Yellow, Carolina Blue, Lavender



State of Florida
Department of Children and Families

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

IMPORTANT INFORMATION FOR PARENTS

Charles F. Scherer
Regional Managing
Director

Within thirty (30) days of your pre-school child's enrollment, Florida law requires you to provide

The child care operator with two very important documents which verify your child's health status. However, your child care facility has the option to require both of these important documents prior to the first day of attendance. **The medical records are your property and should be returned to you whenever you withdraw your child from child care.**

- 1. Physical Examination** – Each child must have a valid health examination certificate (Student Health Examination Form). The certificate must be signed by an authorized medical professional and is valid for two years from the date the physical examination was conducted.
- 2. Current Florida Certificate of Immunization** – Florida law requires that your child's Immunization information be written on a large blue card called a "680" form. This Certificate must be signed by an authorized medical professional and document the expiration date.

Both of these forms are available from your pediatrician, family doctor, or the local county health department. They are familiar with these forms and are aware parents must provide them to their child care provider.

These documents should have your child's name, date of birth, and authorized medical professional's signature. The large blue immunization card (form 680) must have the immunization information **and an expiration date**. Make sure the immunization form is complete before you leave the doctor's office! As a parent, you have the right to receive correct, complete and accurate information.

If you have recently moved here from another state, you will need to take your child's immunization record to a local pediatrician or county health department to be transferred to the Required "680" form.

If you can't get an appointment with your doctor in time, the county health department can provide your child with the needed shots. Your county health departments' phone numbers are: **Polk County - (863) 519-7900, Hardee County - (863) 773-4161, and Highlands County - (863) 386-6040.**

You should be aware that your child care facility can receive an administrative fine for failing to have this information. Even more importantly, they will be required to exclude your child from attending child care until these documents are received. Please cooperate with your child care facility by obtaining these complete vital health records within the required time frames. Should you have any questions, please contact your local health department or your child care facility director,

A legible copy or facsimile of a completed physical examination and DH-680 Certificate of Immunizations are acceptable. However, the original documents are preferable.

200 N Kentucky Avenue Suite 404 Lakeland, Florida 33801

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency