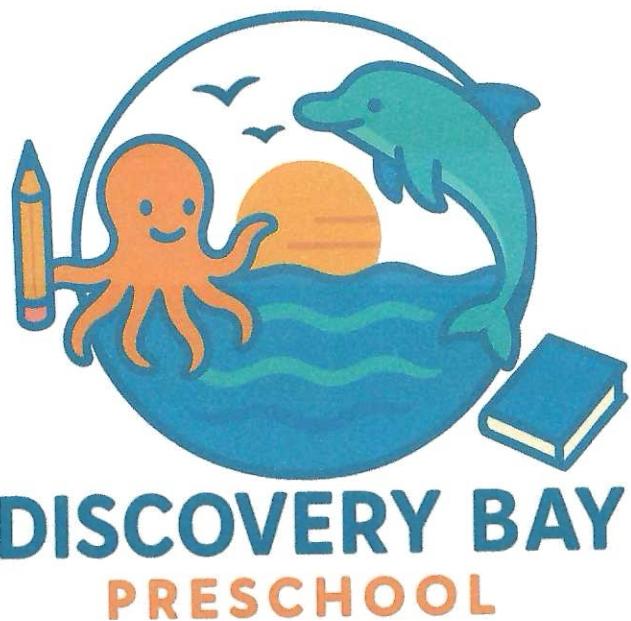


ENROLLMENT PACKET





WELCOME TO DISCOVERY BAY!



Where early learning begins in a sea of discovery!

Dear Families,

Welcome to Discovery Bay Preschool and thank you for placing your trust in us. We know that choosing a preschool is one of the most important—and emotional—decisions a family can make. You're not just selecting a place for your child to learn; you're choosing a safe, nurturing environment where your little one will grow, explore, and build their first sense of independence. We take that responsibility to heart.

At Discovery Bay, trust is at the core of everything we do. From your child's first step through our doors, our goal is to build a strong partnership with your family—one based on open communication, mutual respect, and a shared commitment to your child's well-being. We see every child as unique, capable, and full of potential, and it's our privilege to support their early development with warmth, care, and intention.

As a coastal STEM preschool, our approach blends play-based learning with meaningful exposure to science, technology, engineering, and math, brought to life through our beautiful natural surroundings. Children at Discovery Bay explore the world around them through hands-on discovery, inquiry-based activities, and a strong connection to the coastal environment we all call home. These early experiences lay the groundwork for lifelong curiosity, creativity, and environmental awareness.

As part of the Discovery Bay family, you've joined the community's top choice for early learning, recognized for our thoughtfully designed coastal STEM curriculum, dedicated and compassionate teachers, and a genuine commitment to each child's growth. We believe that strong partnerships with families are essential, and we are committed to including you in every step of your child's journey. Beyond our classrooms, we proudly support our local community through meaningful philanthropic activities. Your trust inspires us every day, and we strive to honor it by providing the best care and education possible.

Warmly,

The Discovery Bay Preschool Administration

PARENT'S HANDBOOK

DISCOVERY BAY PRESCHOOL MISSION STATEMENT:

Discovery Bay Preschool inspires young learners through a coastal STEM environment that fosters curiosity, creativity, and a love for exploration—rooted in the natural beauty of St. Petersburg, Florida.

STATEMENT OF SERVICES:

Discovery Bay Preschool is a year-round program that offers all day care for children ages 1 to 6 years. Our daily activities and program consists of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year round curriculum. Our activities include school readiness skills, arts and crafts, games, music & movement, outdoor play and story time.

HOURS AND DAYS:

Discovery Bay Preschool is open from 7am to 5:30pm, Monday through Friday. Refer to our annual calendar to learn about school closures throughout the year (e.g., holidays). All students must arrive by 9:00am to support a consistent routine and ensure full participation in the day's activities. Children who arrive after 9:00am may not be admitted for the day, unless prior approval has been given by the Director.

STATE & COUNTY LICENSING

We understand the importance of keeping strict compliance with the state and county licensing regulations in order to ensure a quality environment for your children. Discovery Bay Preschool complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Discovery Bay Preschool. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization and physical health records must be submitted to the center upon enrollment. Discovery Bay Preschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Discovery Bay Preschool. Also, each year in August we will have you renew and refresh all your paperwork and all forms. The Annual Curriculum and Materials fee will be added each year at this same time.

DROP-OFF:

Parents must accompany their child(ren) into the Discovery Bay Preschool area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to clock each child in. The clock in/out system is located across from the office. Students must be dropped off prior to 9am each day to ensure that each classroom does not incur disruption to their daily schedule. Discovery Bay Preschool reserves the right to deny late students.

PICK-UP:

All children must be picked up and clocked out by the approved authorized person no later than 5:30pm. All children must be clocked out before being picked up from their classroom. The center reserves the right to not allow any individual onto Discovery Bay Preschool property for drop-off or pick-up if the health or safety of the students or staff are in jeopardy. Anyone not recognized by sight will be asked for a picture ID. To add authorized contacts to your child's profile, reach out to the director for more information. Students picked up after 5:30pm will encounter a \$1 a minute late fee (up to 10 minutes) and \$5 a minute late fee (10+minutes). Should a student have recurring late pickup, they may be dismissed from Discovery Bay Preschool.

PARKING POLICY:

Discovery Bay Preschool has a drop-off area at the front door. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Discovery Bay Preschool is not responsible for items lost or stolen from cars or from the parking lot or facility. Do not leave children unattended in your parked vehicle.

MEDICATION:

Discovery Bay Preschool does not administer medications to children. If a child needs medication administered, the parent/guardian is welcome to come administer the dose of medicine at noon time to their child.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, this needs to be reported on the proper enrollment forms. This allows us to alert all of our staff to be on guard of their allergy as we participate in a food program. Children with severe food allergies will be required to bring food from home that is safe for them to eat.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy school, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 99.9 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes, the late pick-up fee will apply.

ACCIDENT REPORTS:

Safety is a top priority of Discovery Bay Preschool. Yet, there are times when a child will have an accident/ incident between your child and/or another child. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. Parent's are required to sign the accident/incident form at the time of pick up, this is to confirm that you were notified of your child's injury.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Discovery Bay Preschool complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE:

At Discovery Bay Preschool the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. Students whose behavior consistently disrupts the classroom or creates a safety concern, particularly when it places an undue burden on staff, may be dismissed from the program. A formal warning will be issued by the Director before any dismissal decision is made.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the center. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should agree to be actively potty training at home and at the center for the best potty training results and agree to cooperate to encourage toilet training. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training.

TOYS:

Discovery Bay Preschool has a wide variety of toys, games and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Discovery Bay Preschool is not responsible for stolen, lost or broken toys or clothing.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day, weather permitting. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week. It is strongly suggested that all clothing brought or worn to the center have the child's name on it.

DIAPERS:

Please provide diapers, wipes and diaper ointment (a diaper ointment medication form will be required to be filled out in order for staff to apply to your child, if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers and wipes to leave at the center. You will be notified when your child is running low on diapers.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Discovery Bay Preschool. An annual materials fee of \$75 will be added each August. Additional personal items which are needed include:

- 1) A small blanket for rest time, labeled with first and last name
- 2) Water bottle, labeled with first and last name

CURRICULUM:

Discovery Bay Preschool uses *Beyond Cribs and Rattles* curriculum for our toddler classrooms and *Beyond Centers and Circle Time* for our classrooms two years old and older. Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each room and to foster individual growth through opportunities for exploration via a coastal STEM approach. In fact, 90% of brain growth occurs from zero to five years of age. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our coastal STEM approach, designed for young learners, is based on these key ideas:

- Children learn best by exploring and discovering things around them, especially in our coastal environment
- Kids lead their own learning by asking questions and trying new things
- Learning happens through fun, open-ended activities that encourage creativity and curiosity
- Teachers guide and support children as they explore and learn

SCHEDULE:

At Discovery Bay Preschool, a consistent schedule and routine help children feel secure, build independence, and support optimal learning. Predictable structure allows students to confidently engage in activities and transitions throughout the day. Refer to your child's weekly classroom schedule posted on the wall for more information.

ACCREDITATION:

Discovery Bay Preschool has distinguished itself as one of the top childcare centers in the nation by seeking outside accreditation with **APPLE Accreditation**. For more information, please visit:

<https://appleaccreditation.inspire.world/>. We are also a **Gold Seal Provider** which signifies a high-quality program as awarded by the state of Florida. For more information, please visit:

<https://www.fl doe.org/schools/early-learning/providers/gold-seal.shtml>.

OUR STAFF:

At Discovery Bay Preschool we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- o A thorough interview and screening process.
- o Approval by the state of Florida through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- o State CPR and first aid requirements fulfilled
- o Proper early childhood education training and experience

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and college-level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

Discovery Bay Preschool considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Discovery Bay Preschool. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of Discovery Bay Preschool while currently employed by Discovery Bay Preschool or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- o Monthly parent newsletters to keep you informed as to the overall program.
- o Parent Board - updated with current information about Discovery Bay Preschool and our curriculum
- o Daily communication in the form of "Daily Reports" from teachers via ProCare app
- o Parent/Teacher meetings (upon request)
- o Quick updates from the front office staff during pick-up and drop-off
- o School-wide events
- o Community events sponsored by Discovery Bay Preschool

PARENTAL INVOLVEMENT:

We encourage all parents and/or guardians to be involved in the activities at our school. We believe that parental participation is key to any successful childcare program. We have an open-door policy that allows parents access to the center during operating hours. We welcome parental visits and volunteering opportunities at any time. For additional information and volunteering forms, please contact the front office.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Discovery Bay Preschool, please make early arrangements with the front office. Hard or chewy candy and balloons are not permitted because they pose a choking risk. All food items must be store-bought and not homemade.

MEALS AND SNACKS:

Our complimentary meal and snack service consists of breakfast, lunch, and a PM snack. All food served will be nutritious and healthy according to the CCNP guidelines. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions to ensure property safety procedures. For more information, please visit: <https://www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/index.html>. Should your child have a serious or broad food allergy, we will require the parent/guardian to provide meals from home.

BRINGING FOOD FROM HOME:

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for children that do not have food allergies. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties. Parents are required to provide a note from their doctor stating they will be providing food from home for the child, if their child is unable to participate in our food program, due to severe allergies, etc.

WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parents upon enrolling their child(ren) in the program.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due each Monday. There will be a \$15 late payment fee added if the account is not paid by the close of business on Tuesday, 5:30pm. An additional \$5 maintenance and collection fee will be added each day the account is not paid in full. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$50 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cashier's check or money order. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. All payments will be payable to: DISCOVERY BAY PRESCHOOL

All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks' notice. All clients will pay last week's fees in advance. Registration fees are non-refundable. Discovery Bay Preschool may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs and attorney's fees incurred by Discovery Bay Preschool to collect this amount. If Discovery Bay elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

DISCOUNTS:

Discovery Bay Preschool is pleased to offer a 10% military discount or sibling discount. The sibling discount is taken off the eldest sibling's weekly tuition. In addition, families may elect to take up to two weeks of 50% off weekly tuition for vacation or sick leave each year. They must notify the front office two weeks in advance.

REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks' notice required will be subtracted from any balance prior to a final refund being issued.

RECEIPTS AND STATEMENTS:

Receipts and annual statements are available on the ProCare app.

CHILD ABUSE REPORTING POLICY:

The State of Florida requires that Discovery Bay Preschool and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Discovery Bay Preschool our center and staff are mandatory reporters of Child Abuse. All incidents or

suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruise or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

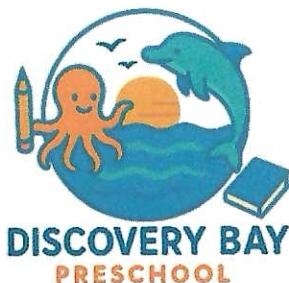
- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

INSURANCE REQUIREMENTS:

Discovery Bay Preschool complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, please discuss with the Director.

ADDITIONS AND CHANGES:

Discovery Bay Preschool reserves the right to edit or adapt the policies in this handbook as the needs arise. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.



Class	Private Pay Weekly Tuition	School Hours
Infant Program	\$390 (full-time, 5 days)	M-F 7:30am-5:00pm
One-Year-Old Program	\$280 (full-time, 5 days) \$175 (part-time, 3 days) \$125 (part-time 2 days)	M-F 7:30am-5:00pm
Two-Year-Old Program	\$230 (full-time, 5 days) \$150 (part-time, 3 days) \$100 (part-time 2 days)	M-F 7am-5:30pm
Three-Year-Old Program	\$210 (full-time, 5 days) \$140 (part-time, 3 days) \$90 (part-time 2 days)	M-F 7am-5:30pm
Four & Five-Year-Old Program	\$195 (full-time, 5 days) \$125 (part-time, 3 days) \$80 (part-time 2 days)	M-F 7am-5:30pm
VPK	Free (<i>with voucher</i>)	M-F 7am-5:30pm
VPK Wrap-Care	\$155	M-F 7am-9am & 12pm-5:30pm

Other Fees	Fee Total	Fee Collection Timeline
New Student Registration	\$50	Upon submission on website
New Student Enrollment	\$50	First day of school (<i>with first tuition payment</i>)
Annual Curriculum & Materials	\$75	Second week of August
Late Pickup	\$1+	\$1 per minute, per child for the first 10 minutes late & then converts to \$5 a minute thereafter

Discounts:

- **10% Military & Sibling Discount (off eldest child's tuition)**
- **50% Absent Discount (up to two weeks per year, per student. Must be enrolled for at least 6 months before this discount is awarded.)**



2025 - 2026

DISCOVERY BAY PRESCHOOL

ANNUAL CALENDAR

CLOSED Friday, July 4th for Fourth of July

CLOSED Friday, August 8th, for Professional Learning Day

VPK Begins Monday, August 11th 9am-12pm

CLOSED Monday, September 1st, for Labor Day

CLOSED Monday, October 13, for Columbus Day

OPEN November 24th-26th—NO VPK (Wrap Around Care Open)

CLOSED November 27th & 28th for Thanksgiving Holiday

CLOSED December 22nd—26th for Christmas Holiday

NO VPK December 22nd—January 2nd, WINTER BREAK

EARLY RELEASE DAY @ 12:30 Wednesday, December 31st New Years Eve

CLOSED Thursday, January 1st for New Year's Day

CLOSED Monday, January 19th for MLK Day

NO VPK March 16—20th, SPRING BREAK—Open for Wrap Care

CLOSED Friday, April 3rd for Good Friday

CLOSED Monday, May 25th for Memorial Day



Parent/Guardian Acknowledgement and Signature Section

I have received and reviewed the Discovery Bay Preschool Parent Handbook. I understand that the policies and procedures outlined within are designed to support a safe, nurturing, and developmentally appropriate learning environment for all children enrolled.

By signing below, I acknowledge the following:

- I have read and understand the contents of the Parent Handbook.
- I agree to abide by the policies and procedures outlined, including those related to enrollment, health and safety, tuition, and communication.
- I understand that the handbook may be updated, and I will be notified of any significant changes.

If I have any questions or need clarification regarding any portion of this handbook, I will contact the preschool administration.

Child's Name: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____



CHILD'S ENROLLMENT RECORD

DIRECTOR'S USE ONLY

Date enrolled _____

Child's full legal name _____
First _____ Middle _____ Last _____ Nickname _____

Date of Birth _____ Sex _____

Primary Hours of Care From _____ To _____ Days of Week in Care _____

Child's Physical Address _____
Street Address (number, apartment #, street) _____ City _____ State _____ Zip Code _____

Family Information: Child Lives with _____

Parent's Name _____ Parent's Name _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone _____ Cell _____ Work Phone _____ Cell _____

Custody: Mother _____ Father _____ Both _____ Other _____ Name _____

Emergency Contacts:

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

Name _____

Home Phone _____ Cell Phone _____

Address _____
Street Address (number, apartment #, street) _____ City _____ State _____ Zip Code _____

Name _____

Home Phone _____ Cell Phone _____

Address _____
Street Address (number, apartment #, street) _____ City _____ State _____ Zip Code _____

Please use additional sheet of paper to list name, address and phone number of any other people
authorized to pick the child up.

CONTINUED ON BACK
CHILD'S ENROLLMENT RECORD
(Back Page)

Medical Information:

Child's Physician/Health Resource _____

Telephone Number _____

Address _____
Street Address (number, apartment #, street) **City** _____ **State** _____ **Zip Code** _____

Hospital Preference _____

Name of Dentist _____ **Telephone** _____

Address _____
Street Address (number, apartment #, street) **City** _____ **State** _____ **Zip Code** _____

Meals typically served while in care: Breakfast AM Snack Lunch PM Snack Supper

Emergency Care Plan instructions (if applicable) _____

MISCELLANEOUS INFORMATION

List all known allergies _____

List all identifying scars, birthmarks, skin discolorations _____

Special medical or dietary needs of child _____

List any areas of concern _____

My signature below verifies that:

I give permission to consult the child's physician/health resource listed above in case of emergency if parent/legal guardian cannot be reached.

I have received a copy of the "Know Your Child's Children's Center" brochure.

I was notified in writing of the disciplinary and expulsion policies used by the children's center.

I was provided the food and nutrition policies used by the children's center.

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 Custodial Parent or Legal Guardian

Date



EMERGENCY MEDICAL RELEASE

This form must contain only one child's name, and be the original notarized form.

A new notarized form is required when there is a change in legal guardianship.

Please Print Information

Child's Full Name: _____ Birthdate: _____

Allergies: _____

Medicines Routinely Taken: _____

Name of Custodial Parent(s)/Legal Guardian(s): _____

Address: _____
Street Address (number, apartment #, street) City _____ State _____ Zip Code _____

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Family Physician's Name/Health Care Resource: _____

Address: _____
Street Address (number, apartment #, street) City _____ State _____ Zip Code _____

Telephone (_____) _____

Hospital Preference: _____
Name _____ City _____

Medical Insurance Company: _____

Policy #: _____ Expiration Date: _____

Emergency Contact (if custodial parent/guardian cannot be reached): _____

Address: _____
Street Address (number, apartment #, street) City _____ State _____ Zip Code _____

Home Telephone _____ Cell Telephone _____ Work Telephone _____

Sign in the presence of the Notary.

I hereby give my consent to any emergency facility and physician to administer necessary treatment to my child _____, in the event of an emergency at which time _____, (Child's Full Name).

I cannot be reached. I give consent to transport by ambulance if situation warrants it.

Signature of Custodial Parent/Legal Guardian (Affiant)

STATE OF FLORIDA COUNTY OF _____

The foregoing instrument was acknowledged before me this _____, 20_____
(Month) _____ (Day) _____ (Year) _____
by means of physical presence or online notarization by _____ who is personally known
to me or has produced _____ as identification.
(Name of Affiant)
(Type of identification)

SEAL OF NOTARY

Signed: _____ (Signature of Notary)

FC-0003 Sample (2/19/20)



Food Experience Permission Form

I give permission for my child _____ to participate in food related activities.

Please check one of the following:

My child DOES NOT have a food allergy or dietary restriction.

My child DOES have a food allergy or dietary restriction. He or she may participate, but may not eat or handle the following items (please list below)

My child DOES have a food allergy or dietary restriction. He or she may not participate in activities.

Parent Signature

Date

Social Media:

The posting of confidential and identifying information about the children, parents, or staff at Discovery Bay Preschool on social medial (ie. Facebook, Twitter, Snapchat, Instagram, etc.) is strictly prohibited without prior approval from the parent/guardian.

I give permission to post on Social Media of special events or activities. Yes / No

Child's Name _____

Parent Signature _____ **Date** _____



INFANT/TODDLER HEALTH AND DEVELOPMENT QUESTIONNAIRE

Child's Full Name: _____

Date of Birth: _____ Sex: _____

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

NOURISHMENT

Type of food your child eats: Strained Junior Table

How has child been fed? Held in Lap High Chair Other _____

Does your child use a bottle? Yes No Handle cup & spoon? Yes No

Current feeding schedule: _____

Schedule has been in use for: Days Weeks Months

Any special feeding problems? Yes No _____

SLEEPING HABITS

How does child wake? Active Sluggish Crying Happy Fussy

How does child sleep? Heavy Light Restless

What time does child get up in the a.m.? _____ Go to bed in p.m.? _____

What is your child's nap pattern? a.m. nap time _____ p.m. nap time _____

Do you have a bedtime routine with your child? Yes No

Rocking Singing Stories Talking Other

DIAPERING/TOILETING

Does your child use: Diapers Potty Seat Special Toilet Seat Regular Toilet Seat

Do you use: Disposable Diapers Cloth Diapers Training Pants

Are plastic pants used? Always Sometimes Never

Do you use: Oil Powder Others

Is baby's skin highly sensitive? Yes No Frequent diaper rash? Yes No

Are bowel movements regular? Yes No How many per day? _____ What time? _____

Is diarrhea or constipation a problem? Yes No _____

Has toilet training been attempted? Yes No _____

HEALTH

Is your child taking over-the-counter or prescribed medication regularly at home?

Yes No

If yes, what? _____

Is your child taking vitamins regularly at home? Yes No

If yes, what? _____

List any known allergies to food or environment. _____

What is the allergic reaction? _____

How is this treated? _____

Have you ever suspected your child of having seizures?

Yes No

What was the cause? _____

How was this treated? _____

How do you consider your child's physical development?

Normal Advanced Lagging

Comments: _____

SOCIAL/EMOTIONAL

Check the words that best describe your child's temperament or personality.

Affectionate

Serious

Aggressive

Fearful

Assertive

Stubborn

Cautious

Friendly

Curious

Quiet

Sensitive

Rebellious

Determined

Sense of Humor

Does your child use:

a pacifier

suck thumb

security object

When does your child use them?

Yes

No

Does your child have a "fussy" time?

When? _____

How is this handled? _____

Does your child use special or unusual words/names for objects, places or people?

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

Signature of Custodial Parent/Legal Guardian

Date

QUALITY CHILD CARE

Quality child care offers health, 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, child-friendly.
- ❖ Provide easy access to age-appropriate toys.
- ❖ Displays children's activities and creations.

PINELLAS COUNTY CHILDREN'S CENTERS GENERAL INFORMATION

For a listing of children's centers, contact 211 Tampa Bay Cares at 2-1-1.

For an appointment to review a children's center file or to file a complaint contact the Child Care Licensing Program at (727) 507-4857.

For further information about child care in Florida or to view children's center inspection reports, visit the website:

MyFLFamilies.com/ChildCare

- ❖ Quality Activities
- ❖ Are children initiated and teacher facilitated.
- ❖ Include social interchanges with all children.
- ❖ Are expressive including play, painting, Drawing, storytelling, music, dancing and Other varied activities.
- ❖ Include exercise and coordination development.
- ❖ Include free play and organized activities.
- ❖ Include opportunities for all children to read, explore, and problem-solve.

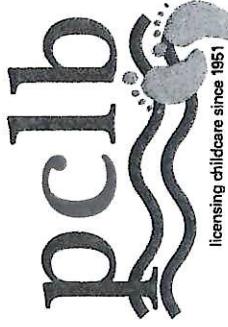
PARENT'S ROLE

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 children's center policies and procedures.
- ❖ Communicate directly with caregivers.
- ❖ Visit and observe the children's center.
- ❖ Participate in special activities, meetings, and conferences.
- ❖ Talk to your child about their daily experiences in the children's center.
- ❖ Arrange alternate care for a sick child.
- ❖ Familiarize yourself with the child care standards used to license the children's center.

KNOW YOUR CHILD'S CHILDREN'S CENTER

Nursery School * Kindergarten
Day Nursery * School Age Center



licensing childcare since 1951

PINELLAS COUNTY LICENSE BOARD
for Children's Centers and Family Child Care Homes
8751 Ulmeton Road, Suite 2000
Largo, FL 33771
Telephone 727-507-4857
www.pclb.org

The Child Care Licensing Program and its services are funded by the Juvenile Welfare Board, the Florida Department of Children and Family Services and the Florida Department of Health, Pinellas County.

C-0002 (Rev.08/16)

PINELLAS COUNTY CHILDREN'S CENTERS LICENSING STANDARDS

This children's center has met regulations found in Licensing Regulations Governing Pinellas County Children's Centers.

A valid temporary permit or license, which bears the distinctive seals of Pinellas County and the Florida Department of Children and Family Services, is posted in a conspicuous place within the center. A valid temporary permit or license will also include: effective and expiration dates, a license number, capacity and ages of children in care.

A LICENSED CHILDREN'S CENTER MUST:

- ❖ Adhere to its licensed capacity at all times.
- ❖ Post a schedule of daily activities.
- ❖ Have first aid and emergency procedures, and post evacuation diagrams in each room.
- ❖ Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day.
- ❖ Provide parent(s) or legal guardian(s) access to the children's center during normal hours of operation.
- ❖ Report suspected child abuse to the statewide toll-free telephone number.
- ❖ Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary.
- ❖ Document required information when administering medication.
- ❖ Document accidents and incidents and obtain parent's, legal guardian's or authorized pick-up person's signature(s).
- ❖ Maintain vehicles in safe condition if transportation is provided.
- ❖ Obtain parent's or legal guardian's permission before transporting children.
- ❖ Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions.

CHILDREN'S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children's center for each child in care:

- ❖ A signed statement that parent or legal guardian received a copy of this brochure.
- ❖ A statement signed by parent or legal guardian that enrollment information is complete and accurate.
- ❖ A signed statement that the children's center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices.
- ❖ A current health examination record (not required for school age children).
- ❖ A current Florida Certificate of Immunization (not required for school age children).
- ❖ A notarized Emergency Medical Release.
- ❖ Medical records that include special, medical or dietary needs and a list of allergies, if applicable.
- ❖ Primary hours of care and days of week in care.
- ❖ Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care.
- ❖ Hospital preference.
- ❖ Child's full, legal name, birth date, date of enrollment, current address and preferred name/nick name.
- ❖ Name, address, and telephone number of parent or legal guardian.
- ❖ Name, address and telephone number of emergency person(s), other than parent or legal guardian.
- ❖ Name, address and telephone number of physician and dentist.
- ❖ Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the influenza virus.

PERSONNEL REQUIREMENTS

- ❖ Director has a Director Credential with the certificate posted.
- ❖ Documentation that staff meets the staff credentialing requirement (not required for school age centers).
- ❖ Completion of background screening.
- ❖ Completion of 40-Hour Introductory Child Care training.
- ❖ Completion of 10 hours training annually.
- ❖ Completion of early literacy training (not required for school age centers).
- ❖ Documentation of educational requirements.
- ❖ Meet minimum age requirements.
- ❖ Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- ❖ Staff trained in first aid and CPR on the premises at all times and on field trips
- ❖ Staff maintain direct supervision including minimum adult-child ratios:
 - 2 months-1 year 1 adult for 3 children
 - 1 year-2 years 1 adult for 5 children
 - 2 year olds 1 adult for 10 children
 - 3 year olds 1 adult for 15 children
 - 4 year olds 1 adult for 20 children
 - 5 years and up 1 adult for 25 children
- ❖ Fire and emergency drills conducted as required.
- ❖ Smoking is prohibited on premises.
- ❖ Storage of toxic and hazardous materials in areas inaccessible to children.
- ❖ Parent(s) or legal guardian(s) notified of all animals on site.
- ❖ Records of immunizations for animals/fowl.
- ❖ Prohibit fire, arms or weapons on premises (excluding federal, state and local law enforcement officers).
- ❖ Prohibit narcotics, alcohol or other impairing drugs on the premises.
- ❖ Bimonthly outdoor equipment maintenance checks.

NUTRITIONAL REQUIREMENTS

- ❖ Parent(s) or legal guardian(s) notified of meals provided that are of quality and quantity to assure child's nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food.
 - Posted meal and snack menus.
 - Safe drinking water is available.
- ❖ Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair.

PHYSICAL ENVIRONMENT