



## Kidz College

### First Day Checklist

- Completed Application
- Emergency Contact Form
- Discipline Policy Form
- Parent Release for Media Recording Form
- Food Program Application
- Handbook Acknowledgment Form (Handbook located on website [www.kidzcollege.net](http://www.kidzcollege.net))
- Updated Immunization Records
- Updated Physical Form
- Blanket and Crib Fitted Sheet (in large zip lock bag)
- Age Appropriate Supplies
- Picture
- Changing Clothes (in small book bag)
- Tuition
- Application Fee
- \$40 Mat Fee (or at least a 2-inch-thick mat)
- A smile ☺

**Kidz College**

**2023-2024 School Year**

"Providing quality and educational childcare"

6558 Old Winter Garden Rd.

Orlando, Florida 32835

407-601-5000 office 407-270-7076 fax

Email: [awesomekidz@kidzcollege.net](mailto:awesomekidz@kidzcollege.net)

**Hours of Operation:**

6:00 AM - 6:30 PM

**Full Time Rates:**

Tuition is payable in advanced every **Friday** for following week's care. Tuition includes breakfast, lunch, afternoon snack, and age-appropriate curriculum in a loving environment.

2 months - 18 months	\$250/week
	\$95 daily rate (1 or 2 days)
19 months - 36 months	\$235/week
	\$85 daily rate (1 or 2 days)
3 years - 5 years	\$215/week
	\$65 daily rate (1 or 2 days)
VPK Program - Wrap Around	\$135/week
Before/After School	\$115/week
Summer Program 6 - 12 years	\$145/week
(Additional field trip charges)	

**Registration/Supply and Material Fee:**

\$75 per family (at the beginning of each new school year).

Supply/Material Fee is \$75 annually. Waiting List Registration is \$75 to hold a spot.

**Discounts:**

A 10% discount given to immediate families when more than one child is in care. Discount given to the oldest child's tuition rate.

**Late Fees:**

Late Pick Up:

Your child is allowed up to 10 hours of care per day. If you pick up your child after the 10<sup>th</sup> hour or after 6:30 pm and \$25 per 15 minutes late fee is due at the time of pick-up.

Late Payment:

Tuition is due in advanced on Fridays before the following week's care. Late payment fee is \$30 per day if tuition is not paid by Monday morning's drop off.

Returned Check Fee is \$35

**Parent Referral Bonus:**

Parent referral bonus of one week free, if you refer a family and they enroll their child. Referral bonus given to the oldest child in care after the family has been enrolled for 30 days and both accounts are current.

# Kidz College

## Child Care Application for Enrollment

Date of Enrollment \_\_\_\_\_

### 1st Child's

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Nickname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

### 2nd Child's

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Nickname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

### Address

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

\*\*\*\*\*

### Family Information:

Mother's Name	_____	Father's Name	_____
Address	_____	Address	_____
Home Phone	_____	Home Phone	_____
Employer	_____	Employer	_____
Address	_____	Address	_____
Work Phone	_____	Work Phone	_____
Cell Phone	_____	Cell Phone	_____
Email Address	_____	Email Address	_____

\*\*\*\*\*

### Medical Information:

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

Doctor	_____	Address	_____	Phone	_____
Doctor	_____	Address	_____	Phone	_____
Hospital Preference	_____				

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

\_\_\_\_\_

\*\*\*\*\*

### Contacts:

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

Name	_____	Home #	_____	Work #	_____	Cell #	_____
(relation)	_____						
Name	_____	Home #	_____	Work #	_____	Cell #	_____
(relation)	_____						

# Kidz College

## Child Care Application for Enrollment

Custody:                                                                                      
                    **Mother**                      **Father**                      **Both**                      **\*Other**

\* if other please clarify \_\_\_\_\_

\*\*\*\*\*

### Helpful Information About Child:

---

---

---

---

---

- \* Section 65C-22.006(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- \* Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24).
- \* Section 65C-22.006(3)(c), F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility.

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

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

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

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

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

# Kidz College

## Discipline Policy

Discipline is the on-going process of helping children to develop their controls so that they can manage their own behavior in socially approved/acceptable ways. Discipline is not viewed as punitive, but rather instructive. The first role of the staff is to ensure safety. Prevention is the key to success. Staff will take care to keep children involved in appropriate activities, and to emphasize respect and care for others. Staff will use developmentally appropriate techniques suitable to the child's age and circumstance. These techniques include:

1. Avoid problems by offering an organized, stimulating program.
2. Reinforcement for positive behavior.
3. Modeling appropriate behavior.
4. Redirection to a more acceptable behavior.
5. Setting clear limits.
6. Offering choices.
7. Ignoring negative behavior (when appropriate).
8. Acknowledging good behavior.
9. Removal of child from the area if needed for other children and staff's safety.

Discipline will be implemented by staff with the following procedures:

1. If a child is misbehaving and not endangering anyone, the staff member will discuss the behavior with the child and use one of the following methods:
  - a) Redirection to a more appropriate activity OR.
  - b) Positive reinforcement or praise for correcting behavior or using appropriate behavior. OR.
  - c) If age appropriate, staff will help children in conflict figure out a resolution.
2. If a child is endangering another person, depending the severity of the situation the misbehaving child will:
  - a) Help problem solve as to how to make the hurt child feel better (ice, Band-Aid, etc.) OR.
  - b) Misbehaving child's parent will receive an incident report stating what behavior child displayed and what was done about it. If a child is hurt, the hurt child's parent will receive an accident report. Under no circumstances will the name of either child be revealed by staff members.
  - c) If a child gets three written incidence reports for the same behavior, the child will be discharged from the center for one week. If child comes back to center and has two more incident reports for the same behavior, child's enrollment will be permanently terminated.

The discipline methods are restricted as follows and apply to all employees of Kidz College.  
Staff shall **NOT**:

1. Abuse or neglect children;
2. Utilize cruel, harsh, unusual, or extreme techniques;
3. Utilize any form of corporal punishment;
4. Delegate children to manage or discipline other children;
5. Use physical restraints on a child;
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control;
7. Place children in a locked room or confine children in any enclosed area;
8. Confine children to equipment such as cribs or high chairs;
9. Humiliate, threaten or frighten children;
10. Subject children to profane language or verbal abuse;
11. Make derogatory or sarcastic remarks about children or their families;
12. Punish children for failure to eat or sleep or for toileting accidents;
13. Withhold any food (including snacks and treats), rest or toilet use;
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from all activities for an extended period of time.

**How the Parents will be Involved in the Guidance Process:**

- A director or lead teacher will verbally notify the child's parent if a pattern of unacceptable behavior is noted.
- As needed, the teacher will discuss with the parent(s) the child's behavior. If an unacceptable behavior is uncharacteristic of the child, a behavior report will be completed, signed by the parent and a copy will be retained in the child's file.
- The director may request a formal conference with the parent(s).
- If deemed necessary, the parent may be asked to pick up the child from the center and/or remove the child for the next business day.

**How Children will be Involved in the Process:**

- Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day.
- Older children will be involved in creating class rules.
- Both preschool and school age children will have reasonable opportunity to resolve their own conflicts.

**Discharge**

Any child who, after attempts have been made to meet the child's individual needs, demonstrates the inability to benefit from the type of program offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

---

I have read and understand the Discipline Policy.

---

Parent/Guardian Signature

---

Date

## Parent Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to *Kidz College* to use the image of my child, \_\_\_\_\_ as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on *Kidz College* web site.

- Deny permission to use my child's image at all.
  
- Grant permission to use my child's image in the following ways (mark all that apply):
  - Limited usage:** I want my child's image used within the *Kidz College* setting only (not in the larger community).
  
  - Limited usage:** I want my child's image used for educational materials only (not marketing). This could be either within *Kidz College's* or in the larger community. One example of this could be videos in parent education classes.
  
  - Limited Usage:** I want my child's image used on printed materials only (no digital or video use).
  
  - Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video and digital media. I agree that these images may be used by *Kidz College* for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

---

Parent/guardian signature

---

Date

Please make a copy of this form for your own records.

## Emergency Contact and Medical Information for a Child

<hr/> <b>Child's Name</b>	<hr/> <b>Date of Birth</b>		M	F
			Sex	
<hr/> <b>Parent's/Guardian's Name</b>	<hr/> <b>Parent's/Guardian's Name</b>			
( )	( )	( )	( )	
<hr/> <b>Home Phone</b>	<hr/> <b>Work Phone</b>	<hr/> <b>Home Phone</b>	<hr/> <b>Work Phone</b>	
<hr/> <b>Address</b>	<hr/> <b>Address</b>			
<hr/> <b>City, ST ZIP Code</b>	<hr/> <b>City, ST ZIP Code</b>			

### Alternative Emergency Contacts

<hr/> <b>Primary Emergency Contact</b>	<hr/> <b>Secondary Emergency Contact</b>		
( )	( )		
<hr/> <b>Home Phone</b>	<hr/> <b>Work Phone</b>	<hr/> <b>Home Phone</b>	<hr/> <b>Work Phone</b>
<hr/> <b>Address</b>	<hr/> <b>Address</b>		
<hr/> <b>City, ST ZIP Code</b>	<hr/> <b>City, ST ZIP Code</b>		

### Medical Information

---

**Hospital/Clinic Preference**

---

<hr/> <b>Physician's Name</b>	<hr/> <b>Phone Number</b>
<hr/> <b>Insurance Company</b>	<hr/> <b>Policy Number</b>

---

**Allergies/Special Health Considerations**

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

<hr/> <b>Parent's/Guardian's Signature</b>	<hr/> <b>Date</b>
<hr/> <p>I give permission for my child to go on field trips. I release Kidz College and individuals from liability in case of accident during activities related to Kidz College, as long as normal safety procedures have been taken.</p>	
<hr/> <b>Parent's/Guardian's Signature</b>	<hr/> <b>Date</b>
<hr/> <b>Witness Signature</b>	<hr/> <b>Date</b>



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

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

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

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

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

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

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



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

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

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

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



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

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

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

**For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>**

## What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



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

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



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

CF/PI 175-70, June 2009

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



**“The Flu”  
A Guide  
for Parents**

**INFLUENZA VIRUS**