



MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL
PRESCHOOL REGISTRATION FORM

DATE _____ CHILD'S NAME _____

Please check the appropriate line(s), which apply to you or your child:

- _____ **Active MEMBER OF MSPC, MEMBER SINCE** _____
- _____ Returning Student
- _____ Sibling of MSPC School Student
- _____ New Applicant

I am registering my child for the following:

(Check all that apply)

- _____ Preschool 18mos. – 3's 9:00-12:00
- _____ Preschool 18mos. – 3's 9:00–2:00
- _____ Preschool 18mos. – 3's 9:00–5:30

- _____ Pre-K 4 - 9:00–2:00
- _____ Aftercare 2:00 – 5:30

****ALL TUITION AND FEES ARE NON REFUNDABLE**

**A \$35.00 late registration fee will be charged for any returning families once open registration begins.
**All children must be completely potty trained, with the exception of the 18mos. & two-year-old class. Any child three & over not potty trained will be charged \$30.00 a month until they are potty trained.
The school reserves the right to dismiss any student who does not meet the entrance requirements.

MSPC does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin.

FOR OFFICE USE ONLY

Child's Date of Birth _____ HRS Required Health Forms _____ Birth
Certificate _____
Registration Fee Date Paid _____ Ck.# _____
Supply Fee Date Paid _____ Ck.# _____
May Tuition Date Paid _____ CK. # _____ Class Assignment _____

2010-2011



MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL ENROLLMENT FORM

Child's Full Name:

_____ Age _____
(First) (Middle) (Last)

Name Used: _____ Birthday: _____ Sex: _____

Address Where Child Lives: _____ Phone: _____

City: _____ State: _____ Zip: _____

Mother's Name: _____ **Occupation:** _____

Address: _____

Employer: _____ **Business Phone:** _____

Cellular Phone: _____ **Driver License #:** _____

E-mail _____ **Soc. Sec. #** _____

Father's Name: _____ **Occupation:** _____

Address: _____

Employer: _____ **Business Phone:** _____

Cellular Phone: _____ **Driver License #:** _____

E-mail _____ **Soc. Sec. #** _____

Parents are: Married _____ Separated _____ Divorced _____ Other _____

Person with legal custody of child: _____

Names of siblings and ages: _____

Church Affiliation:

Mother: _____ Father: _____

Child's previous preschool experience: _____



Medical Information:

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

Doctor: _____ Phone: _____

Dentist: _____ Phone: _____

Hospital Preference: _____

List all identifying birthmarks your child has by size & location (Example: Mongolian birthmark):

List any allergies, serious accidents, operations, etc. that your child has had:

Has your child had any of the following illnesses:

Measles _____ German Measles _____ Chicken Pox _____ Mumps _____

Rheumatic Fever _____ Strep Throat _____ Scarlet Fever _____

Please list special cares concerning your child (fears, likes, dislikes, etc.) or any other significant information, which would further contribute to a better understanding of your child and his/her needs:

Signature of Parent or Guardian

Date

_____ **Yes, I give permission for MSPC School to use my child's picture on the school website, brochure, school newsletters & school advertisements.**

_____ **No, I do not want my child's picture used on the MSPC School website, brochure, school newsletters & school advertisements.**

_____ **Yes, you may share my home phone and/or address with my child's classmates family.**

_____ **No, you may not share my home phone and/or address with my child's classmates family.**

Date

Signature of Parent/Guardian



MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL
EMERGENCY CONTACT FORM

This form is very important to ensure the proper care of your child in the event of an emergency. It must be filled out completely and accurately.

Child's Name: _____

Mother/Guardian Name: _____

Father/Guardian Name: _____

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 facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

List individuals *specifically not* authorized to pick up your child from school:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

*** In cases of custody issues:** The school must have copies on file of all legal documentation regarding custody issues for enforcement.

MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL



PROCEDURES & POLICIES

THE FOLLOWING ARE SOME IMPORTANT PROCEDURES AND POLICIES OF THE PRESCHOOL. THIS FORM IS FOR YOUR RECORDS. PLEASE SIGN THE ATTACHED ACKNOWLEDGEMENT OF RECEIPT.

Tuition is based on an annual amount. For your convenience, we prorate the annual tuition over a nine-month period. If your child is withdrawn prior to the end of the school year, you will still be responsible for the total annual tuition.

ALL TUITION & FEES ARE NON-REFUNDABLE.

1. Tuition for all of the M.S.P.C. Programs is payable on the first of each month. A late fee of \$15.00 will be added to bills not paid within ten days of the due date.
2. **ALL TUITION & FEES ARE NON-REFUNDABLE.**
3. There is no reduction of fees for absences, vacations or hurricanes.
4. Children should be dropped off by 9:00 a.m. to avoid missing any classroom activities and projects.
5. All children must be walked into the building and picked up by an adult. Your child is to be signed in and out on the sign in sheets in their classrooms. This policy is for the safety of the children. Any person picking up your child must have a picture I.D. with them and be on your pick up list.
6. Children must attend the full morning program (9:00 a.m. - 12:00 Noon) in order to attend the After School Programs.
7. Children must be picked up *promptly*:
 - a. Morning Program dismissal: 12:00 p.m.
 - b. After School Program dismissals: 2:00 p.m. or 5:30 p.m.
8. A LATE PICK UP fee of \$15.00 for each 15 minutes late will be billed to your account. After 5:30 you will be charged \$1.00 per minute.
9. Children must be kept home if they have a fever of 99 degrees or higher, vomiting, diarrhea, constant cough, wheezing, or contagious illness.



10. No medication can be administered to a child without written authorization from a parent. All medication must be given to the child's teacher. (Do not put medication in child's lunch box.)
11. All After School children need a complete change of clothing and a pillow and blanket at the School at all times. All items must be marked with the child's name. All items must be taken home on Friday for laundering and returned on Monday morning.
12. The Director is to be notified one month in advance before a child is to be withdrawn. Parents are required to pay for that one month regardless of when the child leaves the school. **ALL TUITION & FEES ARE NON-REFUNDABLE.**
13. If, after a reasonable period of time, a child is unable to adjust to the School, the School reserves the right to request withdrawal of the child. This decision is left to the discretion of the Director and Teacher.
14. Parents need to inform the School of changes in addresses, phone number, employment, emergency information or any changes in family situations.

Parent Signature

Date

(ACKNOWLEDGEMENT OF PROCEDURES & POLICIES SHEET)



MSPC SCHOOL DISCIPLINARY PRACTICES

This form is for your records. Please sign the attached acknowledgement of receipt and return with your enrollment forms.

In accordance with the state rule **Section 65C-22.006(3)(c)2.,F.A.C.**, which requires child care facilities to notify parents in writing concerning the disciplinary practices used by the facility, the following policy applies:

At M.S.P.C. Preschool discipline consists of positive reinforcement and "time out". The use of physical punishment is never permitted. Situations that require some form of disciplinary action include:

1. Hitting, kicking, abusive language, scratching, pinching, biting, spitting, pushing and similar type offenses.
2. Disruptive behavior in class.
3. Destruction of school equipment.

The sequence of disciplinary action used in these situations is as follows:

1. Talk to the Child explaining what has happened and why he/she should not behave in that manner.
2. If the Child's behavior does not improve, the child is placed in "time out" to think about what he/she has done. A follow-up discussion between Teacher and Child may occur.
3. A lack of improvement in a Child's behavior may result in a conference between the Parent, Teacher, and Director and could result in dismissal from the Preschool.



ACKNOWLEDGEMENT OF RECEIPT

Please complete the following acknowledgements and return with your enrollment forms.

Section 402.3125(5),FS requires that parents must receive a copy of the Child Care Facility Brochure, KNOW YOUR CHILD'S DAY CARE CENTER. The Parents' or Legal Guardian's signature verifies receipt of the Child Care brochure. Please complete the following:

Section 65C-22.006(3) (c) 2., F.A.C. requires that Parents are notified in writing of the disciplinary practices used by the Child Care Facility. The Parents' or Legal Guardian's signature verifies the Parents or Guardians have been notified in writing of the disciplinary practices of the Child Care Facility. Please complete the following:

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.

A copy of the Miami Shores Presbyterian Church Preschool Procedures and Policies has been included in your enrollment package for your records.

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

ALL TUITION & FEES ARE NON-REFUNDABLE.

Child's Name: _____

Signature of Parent or Legal Guardian

Date



**MIAMI SHORES PRESBYTERIAN CHURCH SCHOOL
PRESCHOOL TUITION AND FEES 2010 – 2011**

New & Late Registration \$185.00 annually per family

Re-Registration \$150.00 annually per family

Parent Association Fee \$125.00 annually per family

Annual Supply Fee \$330.00

*Supply Fee (sibling) \$220.00

18 mos.—3's

9 am-12 noon - Monday—Friday

Active Church Members **415.00 Monthly**

Non-Church Members **460.00 Monthly**

9 am—2pm - Monday—Friday

Active Church Members **620.00 Monthly**

Non-Church Members **660.00 Monthly**

9 am—5:30pm - Monday—Friday

Active Church Members **740.00 Monthly**

Non-Church Members **780.00 Monthly**

Pre-K

9 am-2 pm - Monday—Friday

Active Church Member **625.00 Monthly**

Non-Church Members **667.00 Monthly**

9 am—5:30pm - Monday—Friday

Active Church Member **820.00 Monthly**

Non-Church Members **840.00 Monthly**

Registration and Supply Fees are due upon registration, \$480.00 for currently enrolled and \$515.00 for new and late registrations (child is not considered registered until these fees are paid in full).

An advanced Payment/Deposit for May 2011 tuition and activity fee are due by May 1, 2010

**Tuition is based on annual amount. For your convenience, we prorate the annual tuition over a nine-month period. If your child is withdrawn prior to the end of the school year, you will still be responsible for the total annual tuition. If you withdraw, May tuition will not be used for your last month's tuition.

**A 5% discount will be given if entire year's tuition is paid in full by Sept. 1.

ALL TUITION AND FEES ARE NON-REFUNDABLE.

DELINQUENT PAYMENTS

Tuition is past due if it is not paid by the 10th of each month. A late fee of \$15.00 will be automatically charged to your account. Children of parents who are considered "delinquent" after 30 days will no longer be able to attend school.

AFTER SCHOOL CARE

Payment of After School Care is due by the 1st of each month.

ALL TUITION AND FEE PAYMENTS ARE NOT REFUNDABLE

PLEASE SIGN THE SECTION BELOW AND RETURN WITH YOUR PAYMENT.

I have read, and fully understand the above instructions regarding the rates and due dates of tuition and fees. I agree to make the payments specified by the following dates:

All forms must be submitted with payment in order to register.

ALL TUITION AND FEE PAYMENTS ARE NON-REFUNDABLE A \$35.00 late registration fee will be charged for any returning families once open registration begins. A late fee of \$15.00 will be charged to your account after the 10th of each month. A returned check fee of \$25.00 will be charged to your account. Please make all payments by check or money order payable to MSPC School.

Signature of Parent/Guardian Child's Name

Printed Name of Parent/Guardian Date



CHILD DAY CARE LICENSING

ALTERNATE NUTRITION PLAN AGREEMENT

Name of Facility: Miami Shores Presbyterian Church School

Name of Child: _____ Age: _____

Indicate Special Dietary Requirements: _____

I understand and approve the use of the Alternate Nutrition Plan. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs:

(Mark P for Parent Provides, or C for Center Provides)

P C P C P P P
Breakfast A.M. Snack Noon Meal P.M. Snack Dinner Evening Snack Formula

Date

Signature of Parent

I agree to provide the parent with a suggested meal pattern and menus and to discuss any problems which might develop in the use of the Alternate Nutrition Plan.

Date

Sandi Busta

Signature of Owner/Operator



Policy for Exclusion of Ill Children

1. **Fever:** Auxiliary temperature over 99 (infants, toddlers), oral temperature over 100 .

If a child enters the center and is known to have had a fever during the previous 12 hours, the staff will take the child's temperature to determine admission.

2. **Behavior:**

If a child looks or acts differently: awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless.

3. **Respiratory:**

Breathing difficulties, e.g. wheezing.

Initial onset of colds with watery eyes and clear nasal drainage along with sneezing.

Cold with yellow green nasal discharge and/or prolonged cough.

4. **Vomiting:**

More than usual infant "spitting up".

5. **Diarrhea:**

Is characterized by frequent watery or green-colored bowel movements which are not related to medications or food reactions.

6. **Rash:**

Undiagnosed rash other than mild diaper rash.

7. **Sore Throat:**

Sore throat that needs culturing because other signs are present.

8. **Eyes:**

Redness, swelling and/or discharge in eyes.

9. Re-admittance to school for the following communicable diseases shall be:

- a. Chickenpox – all lesions are dry and crusted.
- b. Impetigo (blisters covered with honey-colored crusts) at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the

- physician.
- c. **Conjunctivitis (“pink eye” – redness of eye with burning and thick purulent discharge) – at least 24 hours after the start of medication and no drainage present.**
 - d. **Lice and Scabies – No Nit Policy.**
 - e. **Pin worms – no restrictions following the start of treatment.**
 - f. **Hepatitis – Physician’s statement required for readmittance.**
 - g. **Strep throat - no sooner than 48 hours after the start of oral medication or 24 hour after an injection.**

PROBATIONARY AGREEMENT

Miami Shores Presbyterian Church School believes in supporting and facilitating our students in every way possible in order for each individual to reach their potential. It is with great pleasure to accept your child into our school. However, there is a minimum **10 DAY PROBATIONARY PERIOD** where the students are evaluated and a final decision is then concluded. We reserve the right to extend the time frame beyond 10 days at our discretion, which includes the dismissal of a student at the 10 day mark or beyond.

I have read and understand the Probationary Agreement of MSPC Schools and agree to abide by this policy.

Print Name

Signature



Pre-School
9405 Park Drive
Miami Shores, FL 33138
305-751-5417 (v) 305-756-7165 (f)
www.mspsc.net

Elementary School
602 NE 96th Street
Miami Shores, FL 33138
305-759-2548 (v) 305-759-2549 (f)
www.mspsc.net

Dear Parents,

MSPC Pre-school and Elementary School are **Nut Free Environments**. We are asking that parents not provide peanuts, peanut butter, or any type of nut in their child's lunch. If any child brings any type of food containing nuts, they will not be allowed to eat it and we will replace it with something else.

NO TYPE OF NUT PRODUCT SHOULD BE BROUGHT INTO THIS BUILDING BY ANYONE.

This practice has been implemented to address the needs of several children in our program who have a life-threatening allergy to nuts. Simple contact with peanuts or any nuts or their oils could be potentially fatal to these children, and we have a responsibility to care for these children and address their needs. Be aware that our program restricts all nut products including peanuts and peanut butter and any types of nut spreads. If your child has anything with nuts in their lunch box it will be taken out and they will be given something else to eat. If this occurs, you will be given a notice regarding the incident and your account will be billed \$3.00 for a lunch that we will provide.

Please realize how important this policy is, and we want to thank you in advance for your cooperation in this matter.

Sincerely,

Sandi Busta

Sandi Busta
Director

I have read and understand the nut free policy of MSPC Schools and agree to abide by this policy.

Print Name

Signature

Know Your Child Care Facility

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be

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.

CF/PI 175-24, 10/2007

Quality Environments

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

Quality Activities

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

Licensing Standards

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

License Number: C11MD0848

License Issued on 9/6/08

License Expires on 9/5/09

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

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

General Requirements

- ✓ Valid license posted for parents to see.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:
 - Under 1 yr. old 1:4
 - 1 yr. old 1:6
 - 2 yrs. old 1:11
 - 3 yrs. old 1:15
 - 4 yrs. old 1:20
 - 5 yrs. old & older 1:25
- ✓ Maintain appropriate transportation vehicles (*if transportation is provided*).
- ✓ Provide parents with written disciplinary practice used by the facility.
- ✓ Provide access to the facility during normal hours operation.

Physical Environment

- ✓ Maintain sufficient usable indoor floor space for playing, working, and napping.
- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Maintain sufficient lighting and inside temperatures.
- ✓ Equip with age and developmentally appropriate toys.

- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Practice proper hand washing, toileting, and diapering activities.

Training Requirements

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

Health Related Requirements

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

Food and Nutrition

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

Record Keeping

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

Parent's Role

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

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.

- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings, and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.

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

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

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

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