



PRE-K and VPK
Registration Information Packet
2023-2024

FREE VPK
For 4 Year Olds!
School Readiness Funding Accepted!

Miami Lakes United Methodist Church

Preschool Director - Sandi Pickard

Email: preschool@miamilakesumc.net

(305) 821-7274

Church Website: hopemlumc.com

14800 NW 67 Avenue ~ Miami Lakes, Fl. 33014

License # C11MD0702



Welcome

We're pleased that you're considering being a part of our school family this coming 2023-2024 school year.

We're looking forward to a fresh start and praying for God's guidance and wisdom.

If you are new to us, and have not yet visited our classrooms, please contact me to set up an appointment so we can meet. If you are returning to us, welcome back!

Thank you for entrusting your child to us.

August 17, 2023 (Thursday) Will Be the First Day of School

We are pleased to offer both VPK and School Readiness Funding Programs.

Visit **ELCMDM.ORG** for more details.

Registration Forms are located at the end of this packet.

Please complete all information requested and bring them along with any applicable fees to the church office or to Ms. Sandi. Make sure to mark your initials and place your signature on the Financial & School Policy Agreement form.

A non-refundable \$180.00 registration fee is due to secure your child's enrollment.

We're looking forward to an exciting year with you and your family.

If you have any questions, please contact me.

In Christ's Love,

Ms. Sandi Pickard

Preschool & Kindergarten Director

preschool@miamilakesumc.net

305-821-7274



Table of Contents

Cover & Welcome ~~~~~1 & 3

Table of Contents ~~~~~4

Mission Statement ~~~~~5

Curriculum & Daily schedule ~~~~~6

General Information ~~~~~7 & 8

2 ½ yr. & 3 yr. old Tuition Info ~~~~~9

VPK Tuition Info ~~~~~10

Frequently Asked Questions ~~~~~11 & 12

Discipline Policy ~~~~~13

Attendance Policy ~~~~~14

Know Your Child Care Center ~~~~~15

Rilya Wilson Act Information Sheet ~~~~~16

Registration Form & Agreement Form ~~~~~17-22



Mission Statement

We are a Christian pre-school offering to our families a joyful and purposeful experience away from home.

We endeavor to help each child develop spiritually, express his/her individuality, respect the rights of others, and function well in the physical and social world in which he/she lives. We provide opportunities for independent growth, friendships, and group relationships to prosper. Our daily activities aim to provide meaningful, educational experiences, through which each child can explore, think and apply existing knowledge and develop new skills. Through prayer, we strive to model the love of Christ and treat each person as a child of God. Our hope for our children is that they will grow to be caring and confident young people who are eager to learn.

Jesus said, "Let the little children come to me,
and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

In Christ's Love,
Ms. Sandi Pickard, Preschool Director

Curriculum

Our daily and weekly lessons and activities are guided by the Wee Learn Curriculum. Age-appropriate active lessons are offered in the areas of science, music, math, home-living, art, building, and more. All of these activities are designed to build a foundation for understanding Jesus, the Bible, self, family, others, and God's world. Thematic Centers are set up in each of our classrooms where daily fun and learning take place.



Sample Daily Schedule

Pre-K & VPK Classes	
7:30 - 8:45	Arrival / Morning Activities
8:45 - 9:00	Clean Up Time
9:00 - 9:45	Morning Circle Time
9:45- 10:25	Learning Center
10:30 - 11:00	Snack
11:00 - 11:35	Outdoor Time
11:35 - 12:15	Small Group Time
12:15- 1:00	Lunch

Extended Day Activities for All Students	
1:00 - 1:15	Bathroom / Transition to Extended Day
1:15 - 2:15	Outdoor Time
2:15 - 2:30	Bathroom / Clean Up
2:30 - 3:30	Indoor Activities
3:30 - 4:00	Afternoon Snack
4:00 - 5:00	Enrichment Activities
5:00 - 6:30	Free Play

General Information

Arrival

Students can arrive as early as 7:30. All students must arrive prior to 9:00am.

Arriving on time allows for a smooth transition to the start of the school day for your child and eliminates disruptions for the students and teachers once morning activities/lessons begin.

Pick-Up Time

Our morning program ends at 1:00.

Extended and full-day pick-up options (up to 3:30 & up to 6:30) are available.

Drop-Off & Pick-Up Location

Drop-off and Pick up will be at the White Gate at the north entrance to our classrooms.

Snack

Snacks need to be in a separate bag/lunch box or in a separate section within the same lunch box as your child's lunch. MAKE SURE SNACK IS CLEARLY LABELED AS "SNACK".

Lunch

Lunch begins at 12:15. Children staying for lunch need to bring their own lunch. Lunch items need to be self-contained with either ice cooling packs to keep foods and drinks cold or an insulated container to keep items warm. We are not permitted to use the microwave to warm or cook food nor is there room in the church refrigerator for all the children's lunch boxes.

Water Bottle

Students must bring a water bottle with a flip-up straw. Make sure to label water bottle with your child's name. Do not fill water bottles with any liquid other than water.

Nut Allergies

Due to Nut Allergies, Please Do Not Bring Any Food That Has Nut Products in It.

Our students eat snack and lunch together in the classrooms. Since our children are in close contact with each other during these times of the day, we ask that you do not pack or send any nut foods to school, both when bringing snacks and when bringing lunch.



Enrichment Programming

Soccer (Optional)

"Tykes Soccer" is a soccer program that integrates fun stories into the learning of basic soccer skills. This program is offered once a week during playground time and is approx. 30 minutes long. Inquire for more information if interested in signing your child up.

Photo Media Pages

We endeavor to keep you connected with the events and activities your child will be participating in here at MLUMC HOPE KIDS Preschool & Kindergarten. In doing so, we occasionally share fun details and photos of our school children on our church and school media pages. The names of our students will not be posted on these pages, only photos of the events and activities we participate in.

School Uniforms

Each student is required to purchase a school t-shirt which is to be worn each day.

Cost per shirt is \$8.00. Our school shirts come in two colors. Blue and Maroon.

Please make sure to purchase at least one BLUE shirt as this is the color shirt that will be worn for special school activities and field trips.

Please complete the form attached and return it along with your registration forms.

Children are required to wear closed-toed shoes/sneakers for the safety of the child.

Please wear clothing that is simple for your child to manipulate. Please, no belts.

Preferred pants are those with elastic waistbands.

Shorts, leggings, or other pants are to be worn underneath skirts and dresses.

Health Forms

In Accordance with The Fl. Dept. Of Children & Families Guideline Regulations, All Students Are Required to Obtain & Keep Current State of Florida Certified Health Forms.

These forms include:

Physical Examination (Form 3040) and Immunization Record (Form 680 or 681) and can be obtained through the child's pediatrician office or the County Health Department.

If these forms are not provided to the school within 30 days of enrollment or are not kept current once the expiration date has passed, the student will not be allowed to remain in the school until updated forms are provided.

Some students in our school have/may have acquired the Exemption Notice based on medical or religious reasons. If your child is exempt from receiving certain immunizations, an Exemption Notice must be obtained from the County Health Department.

Family Service Hours

The family of each student is asked to provide a **minimum of 15 hours** of service to Miami Lakes United Methodist Church during one or more of our church-led ministry activities during the school year, including our Pumpkin Patch, November Turkey Drive, Spring Fling, etc.

Part of our church and school mission is to provide a ministry to you, your child, and the community. We want foremost to honor God in what we do. Throughout the year, our church and school will partner together to reach out to our families and community through various outreach missions/activities like those listed above. We need the help of many individuals to make this happen. That's where you come in. We are asking for you to give a minimum of 15 hours of your time throughout the school year to help in these endeavors. With your assistance, we can make a difference in the lives of many individuals.

As you provide your service to us, you are leading an example for your child. Some of these opportunities will allow your child to be involved. Bring them along and teach them the importance and significance in serving and helping others.

As much as we wish for you to serve with your time, as this reaps so many benefits, we understand that you may be unable to give all 15 hours. In lieu of any un-served hours, a monetary contribution of \$10 per hour will be accepted in its place. VPK 3-hour/day-only students are not required to make a monetary contribution due to VPK guidelines.

2 ½ yr. & 3 yr. old Classes Tuition Information

Program Hours

7:30am - 6:30pm

Drop Off: 7:30am - 8:45am

Mid-Day Pick Up: 1:00pm - Ext Day Pick Up: 1:00pm - 3:30pm - Full Day Pick Up: 3:30pm - 6:30pm

Registration Fee

\$180

This **Non-Refundable** Annual Fee is Due Upon Registration and Will Secure Your Child's Enrollment in Our School.

Monthly Tuition Fees Are As Follows - All Fees Are Non-Refundable

Tuition is Due by the 5th of Each Month

Class	Days	Mid-Day Pick Up 1pm	Extended Day Pick Up 1pm - 3:30pm	Full Day Pick Up 3:30pm - 6:30pm
3-day class	Mon., Wed., Fri.	\$363	\$439	\$472
5-day class	Mon. - Fri.	\$468	\$536	\$567

Flexible Daily Pick-Up Option

\$7 / day: up to 1 hour

\$15 / day: 1 hour - 2 ½ hours

\$20 / day: more than 2 ½ hours

Late Fee Will Be Incurred If School Is Not Contacted for Late Pick-Up - \$5/10 minutes

Late Arrival Fee after 6:30pm - \$1/minute

School Readiness Funding Available

Visit **ELCMDM.ORG**

Click "School Readiness"

Brightwheel App

Our school uses the Brightwheel app.

Download the App for anyone who will be a regular pick-up person.

Once you submit your registration form, you will receive an invite email with an invitation code that you will enter once you download the app.

You will make all payments through the app and have the ability to check your child in and out each day.

VPK Tuition Information

VPK Morning Program Hours: 9:00am - 12:00pm

Arrival Begins At 8:45am

Registration Fee

\$180

Due Only If Early Arrival and/or Extended & Full Day Hours Are Utilized.

All Fees Are Non-Refundable

Tuition is Due by the 5th of Each Month

Annual Registration Fee Is Required for Use of Extended Day Programs	7:30-8:45 Early Arrival Free VPK 9-12	12pm-1pm Lunch Hour Free VPK 9-12	7:30-1:00 Early Arrival & Lunch Hour Free VPK 9-12	7:30 - 3:30 Extended Day Free VPK 9-12	7:30 - 6:30 Full Day Free VPK 9-12
\$180	\$108	\$108	\$216	\$348	\$380

Flexible Daily Pick-Up Option

\$7 / day: up to 1 hour

\$15 / day: 1 hour - 2 ½ hours

\$20 / day: more than 2 ½ hours

Late Fee Will Be Incurred If School Is Not Contacted for Late Pick-Up - \$5/10 minutes

Late Arrival Fee after 6:30pm - \$1/minute

To Register for VPK with the State of Florida

and/or

To Apply for School Readiness Funding

Visit **ELCMDM.ORG** - Click "VPK" or "School Readiness"

You Will Receive a VPK Certificate of Eligibility That You Will Use to Enroll in Our Preschool

Brightwheel App

Our school uses the Brightwheel app.

Download the App for anyone who will be a regular pick-up person.

Once you submit your registration form, you will receive an invite email with an invitation code that you will enter once you download the app.

You will make all payments through the app as well as have the ability to check your child in and out each day.

Miami Lakes United Methodist Preschool

Frequently Asked Questions

Q: How old is the school?

A: Our church held its first preschool class in the fall of 1970.

Q: How old are the children?

A: 2 years-old -- On or Before September 1st **ALL CHILDREN MUST BE POTTY TRAINED**

3 years-old -- On or Before September 1st

4 years-old -- On or Before September 1st

Q: Is the school licensed?

A: Yes, the Pre-School is licensed by the Florida Dept. of Children & Families and is subject to their regulations and inspections.

Q: How many children are enrolled?

A: We have a licensed capacity of 105 students.

Q: What is the student / teacher ratio?

A: 2 1/2 & 3 year-old classes 11 children : 1 teacher

4-year-old classes 11 children : 1 teacher

Q: Who are the teachers?

A: Our school staff is chosen for their dedication, warmth, and love for children. Our morning teachers have either the 40 hours Child Care Training Certifications, Child Development Associate (CDA) and/or the CDA Equivalency or a combination of both. Each year, they acquire (and often exceed) the number of continuing education in-service hours required through the Florida Dept. of Children & Families.

Q: What other certifications and requirements must the teachers have?

A: The teachers have current CPR and First Aid training. All of our staff are mandated reporters to any suspected child abuse and/or neglect.

Q: Do the children have religious instruction?

A: Yes. The children learn a wide variety of religious songs. The children pray before snack & lunch and learn a monthly Bible verse. They also engage in hands-on activities that help reinforce the learning of Bible stories. The children meet with the Pastor of the church once a week where Bible stories and God's Love are shared.

Q: Do the children eat snack lunch at school?

A: Yes. Each student will enjoy snack and lunch with their classmates in their classrooms. Please bring your child's lunch and snack to school each day. Our lunch hour is optional for our VPK students.

Q: Do you offer the state funded Voluntary Pre-Kindergarten (VPK) program and the School Readiness program?

A: Yes.

Q: May I visit the school?

A: Absolutely! All visits to the school must be by appointment.

Q: What do the children learn at school?

A: The Pre-School's curriculum centers on the teaching of the ABC's, letter sounds, shapes, colors and numbers. The development of peer relationships is very important. The children have a daily play period both inside and outside. The children learn to listen through daily guided lessons, stories, and activities. Our daily lessons encourage physical health, social and emotional development, language and communication development, promotion of literacy, cognitive development and general knowledge, and gross and fine motor development.

Q: What special programs and activities are there?

A: Many. Some of these include Holiday Celebrations, Thematic Days, Church-School Events, and more.

Q: Do you have an "Open House"?

A: Yes. We have an "Open House" for those enrolled in the school and their families prior to the first day of school. Families interested in enrolling are welcome to tour our facility. Contact the preschool office to make touring arrangements.

Q: What about parent/teacher conferences?

A: We are pleased to meet with you to talk about your child's progress in school. Conferences need to be scheduled in advance.

Q: What about the fees?

A: A non-refundable registration fee is required, as is monthly tuition, when applicable. All fees are non-refundable.

Q: Why should I choose this Preschool for my child?

A: The Miami Lakes United Methodist Church Preschool features a Christ-centered teaching program with small classes, outstanding teachers, and an excellent preschool program. We are eager to help your child learn and grow and endeavor to contribute to the Christian nurturing of the family.



The Department of Children & Families requires us to provide to you in writing with information about the following items:

[HOPE Kids School Discipline Policy](#), [HOPE Kids School Attendance Policy](#)
[Know Your Child Care Facility](#), [Rilya Wilson Act](#)

Please read these documents and mark your initials along with your signature on the Financial / School Policy Agreement Form found at the end of this packet indicating that you have received this information.

DISCIPLINE POLICY

Discipline is necessary for all of us to live in the world together. The ultimate discipline is that which comes from within and does not depend on an external reward or punishment to insure doing the right thing.

An important part of our teaching task involves helping children develop inner discipline. We will strive to offer a consistent, well-balanced daily routine, which will provide a sense of security for children, reduce stress on them, and contribute to positive behavior. We will provide reasonable rules, logical consequences for breaking those rules and be willing to give more responsibility to the children as they are able to assume it. We use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement.

We do not spank children, nor do we remove food, toileting, or extended play time as forms of discipline.

In the event a child's behavior is consistently not acceptable and who has not responded positively to the teacher's efforts to improve the behavior, a conference with parents will be necessary to ascertain the next most appropriate steps to be taken.

Time away from the rest of the children is used to assist a child in cooling off when he/she has lost control of his/her behavior and is utilized only after other techniques have proven ineffective in managing or changing behavior. The time apart is not to be a humiliating experience. It may involve a walk outside along the enclosed walkway with the teacher or Director. When the child has calmed down and regained control of his/her behavior, he/she can return to the classroom. We understand that sometimes a child won't be able to talk about or explain their misbehavior for a long time. Learning to express emotions verbally and honestly is a normal part of development.

Miami Lakes United Methodist Preschool
Attendance Policy
2023-2024

Consistent attendance in school is important to the continual learning and development of skills that are fundamental to the growth of your child.

Our full hours of operation run from 7:30am-6:30pm. Pre-K 2 & 3 yr. morning program is 9:00am-1:00pm.
VPK program is 9:00am-12:00noon. A school year calendar is provided to all families at Open House.
Extended Day options are available to all students.

Upon arrival and pick-up, parents **MUST** sign/check their child In and Out via the Brightwheel App or in the designated folder EACH day their child is in attendance. Full signatures are required. No Initials.

Attendance is kept daily by each of our teachers.

Parents of VPK students **MUST** verify their child's attendance at the end of each month by signing the bottom of the VPK Attendance Form.

There are no make-up days, credits, or refunds that will be extended for absences of any reason due to the part of the family/student. Full monthly tuition (if applicable) is due regardless if your child is absent.

Communication is critical. You **MUST** communicate any absences, especially long-term absences, to the Director with as much advance notice as possible. Our ultimate goal is to allow all children registered in our school to maintain enrollment throughout the school year while excusing typical absences.

However, even with prior communication and depending on the extenuating circumstances, if your child is consistently absent from school due to any reason and tuition payment obligations are not being met, either from the student's family or external agencies, your child may be withdrawn from the school. Keep in mind that if a VPK child accumulates absences of 20% or more of the total VPK hours per month, our school will not be reimbursed by the state.

In addition, part of our mission is to provide an environment that is safe for all our children and conducive for them to learn and have fun. With that in mind, we have in place developmentally appropriate practices and consequences to redirect and help correct a child's misbehavior. If a child's behavior becomes aggressive and violent and if our efforts, including conferences with parents and, if applicable, other specialists, to alter the behavior are not successful, your child may be asked to leave the school.

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 your child when they are sick.
- Familiarize yourself with the child care standards used to license the 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, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare



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

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



KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

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:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

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.

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.

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.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped 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.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE ****

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE ****



MLUM Preschool Registration Form ~ 2023-2024

Student Name _____

Date of Birth _____

Please indicate which drop-off and pick-up options you will be utilizing.

Class Selection
<input type="checkbox"/> 3 days
<input type="checkbox"/> 5 days
<input type="checkbox"/> 2 ½ year old class
<input type="checkbox"/> 3-year-old class
<input type="checkbox"/> VPK class

Pick up Time

- 12:00 noon (option for VPK-3-hour-day only)
- 1:00pm (option for all classes)
- 1:00pm - 3:30pm (option for all classes)
- 3:30pm - 6:30pm (option for all classes)

Drop off Time

- 7:30am - Early Drop Off (option for all classes)
- 8:00am - 8:45am (option for all classes)
- 8:45am - 9:00am (option for VPK-3-hour-day only)

Check List

- Completed Registration Form
- Registration Fee (if applicable)
- Health Forms (immunization & physical)
- VPK Certificate of Enrollment (if applicable)

**Teacher Requests Cannot Be Guaranteed.
However, We Will Do Everything Possible to Honor Your Requests**

Office Use Only:

Date _____ VPK _____ SR _____ Reg. Fee _____ \$/Ck/App _____

_____ child's name Start date _____ End date _____ Tuition _____



School Uniforms

Child's Name: _____

Our school uniform consists of a school t-shirt.

School t-shirts are to be worn daily.

Children are required to wear closed-toed shoes, preferably sneakers, for the safety of the children.

Please make sure to purchase at least one BLUE shirt as this is the color shirt that will be worn for specific school activities.

Child's T-Shirt \$8.00 each

Royal Blue: (qty) _____ **X-Small**

(qty) _____ **Small**

(qty) _____ **Medium**

Maroon: (qty) _____ **X-Small**

(qty) _____ **Small**

(qty) _____ **Medium**

Office Use Only:

Total Amt. _____ Cash/Check/App _____ Date _____ Rcvd _____

MLUMC Preschool Registration Form ~ 2023-2024 (Continued)

Student Information:

Full Name _____ Nickname _____

Date of Birth _____ Sex _____ Religion _____

Home Address _____
Street Apt. No. City Zip

Ethnicity: _____ Hispanic/Latin Origin _____ Not Hispanic/Latin Origin

Race: _____ American Indian or Alaska Native _____ Asian _____ Black or African American
_____ Native Hawaiian or Other Pacific Islander _____ White

Family Information:

Mother's Name _____

Home Address _____

Mother's Cell Phone _____

Occupation / Employer _____ Telephone _____

Email _____

Please Print Clearly

Father's Name _____

Home Address _____

Father's Cell Phone _____

Occupation / Employer _____ Telephone _____

Email _____

Please Print Clearly

Other Name & Email (optional) List name & email of another individual you want emails regarding upcoming events, reminders, etc. sent to. i.e., grandparent who has daily responsibility of bringing/picking up your child to & from school. This individual will only receive generic informational emails. No personal information will be sent to this email address.

Name _____ relation to student _____

Email _____

Please Print Clearly

Medical Information

Name of Child _____ Date of Birth _____

My child is ALLERGIC to: _____

My child is ALLERGIC to the following MEDICATIONS: _____

My child has the following MEDICAL CONCERNS: _____

Name of Child's Physician: _____ Telephone _____

Emergency Care Plan Instruction (if applicable) _____

**** Completed Updated Health Forms Are Required by The First Day of School ****

Emergency Contacts:

Your 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 _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

In case of emergency, when parents or authorized persons cannot be reached, I hereby grant permission for the Miami Lakes United Methodist Church Pre-School to contact the child's physician or other medical personnel and to obtain emergency medical care for my child.

It is understood that this authorization is given in advance of any specific diagnosis, or treatment being rendered. I assume all financial responsibility for all diagnosis, treatment, ambulance transportation, and care provided by the physician, surgeon, dentist, hospital, and or ambulance service.

Signature of Parent/Guardian _____ Date _____

Personal Information to Help Us Know More About You And Your Child

Child's brothers and sisters and ages _____

Does your child have playmates? Ages? _____

What are your child's favorite toys? _____

What are your child's favorite books? _____

What do you want your child to gain from this year in school? _____

Name of school your child last attended _____

Is there any other information about your child you would like us to know? _____

Special parent/family interests and skills you might be able to share with our pre-school children.

How did you hear about our pre-school? _____

Name of church presently attending _____

Please read and sign the Financial/School Policy Agreement Form on the back of this page.

MLUMC Preschool Registration ~ 2023-2024 ~ Financial/School Policy Agreement Form

Please read & initial each item below and sign at the bottom of this form.

_____ **Registration Fee:** I understand that a non-refundable \$180.00 registration fee is required upon enrollment. (Excludes VPK students 9am - 12:00pm) This fee guarantees my child's enrollment in the school. If, however, my child does not attend the school program at the beginning of the school year or at the agreed upon start date, due to not being potty trained or for any other reason, my child's enrollment is no longer guaranteed.

_____ **Payment of Tuition:** I understand that the monthly tuition is due by the 5th of each month, with the exception of August. August and June's tuitions are prorated. May & June's tuitions are combined and are due by May 5th. August tuition is due by the 1st day of school. Tuition is based on a yearly fee and is divided into equal monthly payments, with the exception of the months listed above, for your convenience. I understand that I am responsible for any fees not covered by VPK or School Readiness.

_____ **Other Fees:** I agree to pay fees incurred due to late tuition payment, returned checks, and late pick up.

_____ **Family Service Hours:** I agree that my family will provide a minimum of 15 hours of service or contribute \$10 per service hour to MLUMC during the church led ministry activities throughout the school year. VPK 3-hour/day-only students are not required to make a monetary contribution.

_____ **Media Page Consent:** I am aware that my child's photo may be posted on our church and school site media pages. My child's name will not be posted.

_____ **Health Forms:** I agree to provide and maintain current health records as required by the Florida Department of Children and Families.

_____ **Absences, Vacation, Illnesses:** I understand that no make-up days, credits, or refunds will be extended for absences, vacations, and/or illnesses due to the part of the family/student. Full monthly tuition is due regardless if my child is absent due to any reasons listed above.

Florida Department of Children and Families requires the following:

_____ **Section 65C-22.006(2)(a),(b),(c),(d), F.A.C.,** requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) to be kept on file at the school.

_____ **DCF** requires that parents receive the "Know Your Child Care Facility" brochure; a copy of our school's **Disciplinary Practices**; the **Attendance Policy**, & the **Rilya Wilson Act** flier.

By signing below, you confirm that all information on this registration form is complete & accurate, and you have initialed the items listed and abide by the details stated in this Agreement Form.

Signature of Parent/Guardian _____ **Date** _____