



Registration Form

(All information is Required)

Date of Enrollment ___/___/___

Child's Full Name _____

Name Child goes by _____ Date of Birth ___/___/___ Gender (m/f) _____ Ethnicity _____

Child's Home Address _____

City _____ State _____ Zip _____

Child's Home Phone - - - - - Child's SS# last four #'s - - - - -

Mother's Name _____ Home Phone (if different) - - - - -

Mother's Address _____

Mother's place of employment _____

DL# _____ SS# - - - - - DOB ___/___/___

Work Phone - - - - - Cell Phone - - - - - Other Phone - - - - -

Email Address _____

Father's Name _____ Home Phone (if different) - - - - -

Father's Address _____

Father's place of employment _____

DL# _____ SS# - - - - - DOB ___/___/___

Work Phone - - - - - Cell Phone - - - - - Other - - - - -

Email Address _____

Does Mother have legal custody? Yes ___ No ___ If no, is mother allowed to pick up child? Yes ___ No ___

Does Father have legal custody? Yes ___ No ___ If no, is father allowed to pick up child? Yes ___ No ___

Please list any persons living with the child, relationship, and age: _____



PERSONAL HISTORY / MEDICAL FORM

Child's Name: _____ DOB: ____/____/____

Has child had a previous group or child care or afterschool care experience? (Y/N) _____

Where and when? _____

Does child have any allergies? (Y/N) _____ If yes, please list _____

Does the child take any medications? (Y/N) _____ If yes, please list Medications: _____

Are there any pre-existing conditions, i.e., asthma, surgery, ADHD, etc. of which we should be aware of? (Y/N) _____

If yes, please explain: _____

Any additional information that may be important: (Interests, personality, family history, etc.) _____

What words does your child use for toileting? _____

Are there any special foods or eating instructions? _____

Are there any sleeping or napping instructions? _____

Is there any additional information, such as discipline, communication, comforting, etc.? _____

(You can add additional information on back of form)

MEDICAL INFORMATION

In addition to contacting emergency services through 911, 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: _____ - _____ - _____

Choice of Hospital: _____

Dentist: _____ Address: _____ Phone: _____ - _____ - _____

May the center call another physician or Dentist if unable to contact child's physician? Y _____ N _____

Parent/Guardian (Print) _____

Parent/Guardian (Signature) _____

Date _____



Authorized Contact List

Only the Primary Contact(s), those listed on the Registration page, may make changes to this form. Please list all persons, other than the primary contacts, allowed to pick up your child. It is MANDATORY that we have at least two people other than primary contacts in case of emergency or illness. It is helpful to have more than two. For the safety of the child or children, additions or deletions to or from this list must be done in person. We will not honor phone requests for changes to this form or for authorization for pick up. Please complete all information for each contact

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Name _____ Address _____ Phone - -

Relation to Child: _____

Reminder

***Additions and deletions to this list must be made in person and only by the primary contact. We will not honor phone requests.



Tuition and Fees (effective 1-1-2024)

Registration

\$65.00 **Per Family**
Due upon registration.
Due Annually in January after 9 months of enrollment
Non-Refundable

Tuition: Our tuition fees are as follows:

1 Child	12-24 months 1 year old		\$190.00
1 Child	24-36 months 2-year-old		\$185.00
1 Child	36-48 months 3-year-old	Must be potty trained	\$170.00
1 Child	48 months 4-year-old	Not Pre-K	\$160.00
1 Child	48 Months 4-year-old	Pre-K Extended Care	\$115.00
1 Child	48 Months 4-year-old	Pre-K Drop-in Care	\$30.00 /Day

Deposit: All families are charged a 1-time deposit equal to 1 week of tuition for each child enrolled. This deposit is held on the account and can only be used to close out your account and to cover 1 week worth of tuition fees when terminating care. This fee must be paid up-front when paying the first week of tuition.

Credit Card companies charge up to a 3.5% fee on credit card transactions. That fee will be passed on at point of Sale Payments, when credit cards are used.

Pre-K: Our Pre-school Rates are available upon request.

- All tuition is payable in Advance. We accept cash, checks, VISA and MasterCard.
- We are strictly a tuition-based center, which means we charge by the week and not by the day.
- We charge regardless of whether the child is or is not in attendance. Keep in mind; you are paying for a space, not for attendance.
- A two-week written notice must accompany all withdrawals.
- Families with multiple children attending full time will receive a \$5 discount off the full-time rate only for the second child enrolled.
- We do not discount for closures for any reason, including but not limited to storms, emergencies, illness, etc.
- All pricing is subject to change.

I have read and understand Berryhill Childcare's Pricing and Fees

Parent or Guardian _____
 (Print)

Parent or Guardian _____
 (Signature)

Date _____

Pease contact us if you have any questions:

Berryhill Childcare, 5762 Berryhill Rd, Milton, FL 32570, Phone: 850-623-4509, Fax ,850-626-4141
berryhillchildcare@gmail.com
[@facebook.com/berryhillchildcare](https://www.facebook.com/berryhillchildcare)



facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by the school.

Required Documentation: Each parent is responsible for obtaining a current, complete and properly executed Florida Certification of Immunization, (Shot Record) Form DH 680, and a current, complete and properly executed Student Health examination (Physical) form DH 3034, for each child in care. Florida Statute 65C-22.001. These documents must be provided to the center within 30 days of enrollment. There are no exceptions, and children without this documentation will no-longer be allowed to attend, and tuition must continue to be paid or risk losing their enrollment.

WITHDRAWAL FROM PROGRAM: I understand that I must provide a two (2) week written notice to withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for two (2) weeks, whether or not my child attends. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to complete a new Enrollment Agreement at the current rate and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Tuition, Registration, or Activity) are non-refundable.

SECTION 3: HOLIDAYS, ABSENCES, AND CLOSINGS

HOLIDAYS: I understand the school is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Two Days for Thanksgiving, two days for Christmas, Veterans Day, as well as Martin Luther King Day. I agree that I will not receive a refund, credit, or other allowance for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. We reserve the right to close additional days not including for emergency closures, with sufficient notice.

ABSENCES/VACATIONS: I agree to inform the school immediately if my child will be absent on any day. I understand that no allowances, credits, refunds, or make-up days shall be made for occasional absences (i.e., sickness). My regularly contracted tuition is due for all weeks when my child is enrolled. There is no credit given for single days. A notice must be given in writing one week in advance when my child will be absent due to a vacation or other planned long-term absence. The center agrees to hold my child's space. one week during a year, providing advance notice has been given and the account is financially up to date. The account must be paid full in advance of the week when the child will be absent. Children that have been enrolled for more than 1 year are eligible for a Vacation credit equal to one week of tuition. This credit can be issues annually and cannot be carried over to the next year if not used. When vacation is used, another vacation time will not be granted for at least 1 year/365 days after the current vacation time. Ex: If vacation is taken in October, the next vacation will not be allowed until the following October. The child cannot be in attendance while using a vacation credit.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION: I understand that it is the company's intention to be open and provide child care service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster, or major building issue may disrupt service from time to time. I will contact the school to ensure that it is open during inclement weather or a natural/national disaster. I agree that in the event that the school is closed for an extended period of time, I will continue to be responsible for my tuition payments for up to three (3) business days.

SECTION 4: STATE LICENSING AND OUR POLICIES

ALL POLICIES AND STATE REGULATIONS: I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents, and I are bound by state child care regulations, the Family Handbook, and all other company policies, which may be modified at any time, without notice. I also understand that the child care regulations of the state in which my child attends may prevail over these policies when the state regulation is stricter. I further understand that my continued enrollment constitutes my acknowledgement of, and agreement to abide by, all policies and state regulations.

WAIVER OF JURY TRIAL: IF A DISPUTE ARISES OUT OF OR RELATES IN ANY WAY TO OUR SERVICES OR THIS AGREEMENT, WE ENCOURAGE YOU TO ATTEMPT TO RESOLVE SUCH MATTER IN GOOD FAITH DIRECTLY WITH MANAGEMENT. HOWEVER, IF THE DISPUTE CANNOT BE RESOLVED AMICABLY, YOU AGREE TO IRREVOCABLY AND UNCONDITIONALLY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT YOU MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION OR COUNTERCLAIM ARISING OUT OF OR RELATING TO OUR SERVICES OR THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, AND APPENDICES THAT ARE PART OF THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY. YOU ACKNOWLEDGE THAT YOU HAVE CONSIDERED THE IMPLICATIONS OF THIS WAIVER AND MAKE THIS WAIVER KNOWINGLY AND VOLUNTARILY.

FAMILY HANDBOOK: I have received a copy of the Family Handbook. I have read and understand its contents and policies and agree to be bound by same.

NO MODIFICATIONS: No terms of this Agreement may be altered, revised, modified, or deleted by any person except in cases of policy change or rate change. Any alterations, revisions, modifications, or deletions of any term of this Agreement are null and void.

These policies have been reviewed with me by Berryhill Childcare and or Berryhill Afterschool Management. I have read, understood, and agree to comply with the policies included in the Enrollment Agreement and Family Handbook, and that such policies and this Enrollment Agreement constitute the sole and entire agreement of the parties hereto with respect to the subject matter in this Enrollment Agreement and the Family Handbook, and supersede all prior agreements, representations, and warranties, both written and oral, with respect to such subject matter.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

School Management Signature: _____ Date: _____

Name of Child _____ Child DOB _____ Date _____



ENROLLMENT AGREEMENT

Name of Child (Last, First, Middle Initial): _____ Date of Birth: _____

Parent/Guardian Name: _____

The conditions of this agreement provide protection for our parents as well as the Center. In order to assure that we can provide the services that your children are entitled to. It is essential that the financial status of the center be stable. The center's salaries and overhead expenses cannot be reduced because of delayed or lost income to the center. Failure to abide by the following policies, could result in the loss of your child's space, or other legal action.

Please read each section listed below, then sign and date the last page

SECTION 1: TUITION AND FEES

BASIC SERVICES: I understand that Berryhill Childcare and Berryhill Afterschool & Summer Camp, provide child care for families with children 12 months to 12 years of age.

REGISTRATION FEE: I understand that the payment of a non-refundable registration fee is required upon enrollment and on an annual basis in a calendar month as determined by the school.

TUITION AND MODIFICATIONS CONDITIONS: \$ _____ per week is the current tuition rate for the program/s I have chosen. I understand that rates are subject to change with reasonable notice as conditions require. The rate agreed upon will be charged whether the student attends zero to five days.

DEPOSIT: I agree to pay a deposit of \$ _____, which is equal to the weekly charge for my child. This deposit will be used for payment toward outstanding charges when withdrawing my child/children. This deposit is non-refundable and must be used for its sole purposed and not as payment towards any other services or charges.

PAYMENT OF TUITION: I understand that tuition is due and payable on the Friday ahead of the first day of attendance each week. If not paid in full on Monday of the week attended then late fee will incur.

LATE OR UNPAID TUITION: If payment in full is not received when due, I agree to pay a late payment fee of \$10 per week that tuition is not received. All late fees are subject to change with reasonable notice. I understand that if my account is delinquent, I may be asked to withdraw my child until my account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid amounts may be referred to a third-party collection agency.

AGENCY REIMBURSEMENT: (School Readiness Only) In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract. I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. I am responsible for promptly communicating any changes in status that would affect my agency reimbursement. See: (Parents Rights and Responsibilities for School Readiness).

CHARGES AND PROCEDURE FOR LATE PICK-UP: My school is open from _____ a.m. to _____ p.m., Monday through Friday, all year, except for some holidays. I understand that if I fail to pick up my child by the scheduled closing time, I will be charged a late fee of \$1 per Minute for each minute the parent or guardian is late picking up the child. Pre-k Classes end promptly at the scheduled time. Parents who are late picking up their child from class will be charged a late fee of \$10. Habitual abuse of these policies can result in termination of care.

ADDITIONAL FEES: (Summer Camp Only) Children In our School aged program will be subject to an additional activity fee for field trips and extracurricular activities. That fee is determined each year based on planned activities and expenses. Please consult a member of management for details.

DISCOUNTS: I understand that if I have more than one child enrolled and attending from my immediate family, a \$ _____ discount from the usual tuition fee is offered to me and is applied to one child only. This discount is only available to accounts when tuition is paid on time and in full. Discounts are not applicable on any fees or services, agency co-pays, or special program promotions and cannot be combined with any other discount or promotion.

RETURNED CHECKS AND OR ACH CREDIT CARD PAYMENTS: I understand that a processing fee of \$ _____ will be charged to my account for all checking account payments which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. In addition, the account will be charged a \$10 late fee if not paid on time. I understand that any checking account payment returned due to non-sufficient funds, will not be resubmitted. I further understand that once a check is processed electronically, the check is no longer negotiable and will not be returned. If more than two checking account payments are returned within a six-month period, I may be required to pay by an alternate method of payment for the next six-month period. Returned Checks that are not paid for will be submitted to the States Attorney office for legal actions and or payment. Additional fees may apply. We reserve the right to not accept payment by check at any time for any customer.

SECTION 2: DAILY PROCEDURES DAILY SIGN-IN AND SIGN-OUT:

DAILY SIGN-IN AND SIGN OUT: I agree to sign my child in and out every day using the school's attendance procedure. If I neglect to do so, I may be charged a maximum fee of \$5.00 per missed sign-in or sign-out. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the school to drop off and pick up my child and that I must escort my child to and from the designated classroom and staff member each day.

ILLNESS: I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly (no more than 1 hour after being contacted), or make arrangements for an authorized emergency contact person to pick up upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify

the school and I understand that my child will be re-admitted according to the Re-admission Criteria in the Family Handbook. For any child to return I may be required to provide a signed note from a physician stating the child is permitted in a facility with multiple children.

INTERVIEWING CHILDREN AND INSPECTING RECORDS: I understand that the state child care regulatory enforcement and administration agency and the local Department of Children and Families, or child protective services has the authority to interview children or staff, to inspect and audit child or

Name of Child _____ Child DOB _____ Date _____



(This Form Must Be Notarized)

PARENT ACKNOWLEDGEMENT OF UNPAID CHILD CARE FEES

I, _____, hereby understand and acknowledge that I entered into a contract with Berryhill Child Care for child care services for the following child(ren):

My written contract with Berryhill Child Care required a tuition fee(s) at a rate of _____, per week. I acknowledge that per my signed contract I currently owe an outstanding total bill of _____ for services previously rendered by Berryhill Child Care during the following time period _____. I understand that if the remaining balance of _____ is not paid by 8:00am on _____, my outstanding balance and fees will be turned over to a collection's agency for processing. I understand I will be responsible for any outstanding attorney's fees, court costs, collection agency fees, and any reasonable costs associated with collection procedures. I also understand that my child(ren) will immediately be disenrolled from and unable to attend Berryhill Child Care effective immediately upon nonpayment per the outlined terms contained herein. In addition to full payment of the outstanding balance as stated above, I understand that I must also continue to pay any current costs for present care and remain up-to-date on all payments. Failure to provide payment results in disenrollment of child(ren) and pursuit of legal action for outstanding monetary obligations due. I have provided a copy of my driver's license as required during signature of this document for verification purposes.

Parent Signature/Date

**STATE OF FLORIDA
COUNTY OF SANTA ROSA**

SWORN TO and subscribed before me personally appeared, _____, _____ who is personally known to me or _____ who has produced **a photo ID** as identification on this _____ day of _____, 2022.

Notary's Signature

Notary's Printed Name



Shot and Physical Records
Florida Statute 65C-22.001(o) &(q)

7.1 Immunization Records (Shot Records)

The child care facility is responsible for obtaining for each child in care a current, complete and properly executed Florida Certification of Immunization form Part A-1, B, or C, DH 680, which is incorporated by reference in 65C-22.001(7)(o), F.A.C., or the Religious Exemption from Immunization form, DH 681, which is incorporated by reference in 65C 22.001(7)(p), F.A.C., from the custodial parent or legal guardian. DH Form 680 and DH Form 681 may be obtained from the local county health department. Specific immunization requirements are included and detailed in the most current edition of the "Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes" as promulgated by the Florida Department of Health.

A. Immunizations received out-of-state are acceptable; however, immunizations must be documented on the Florida Certification of Immunization form and must be signed by a physician practicing in the State of Florida.

B. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the facility shall not allow the child to remain in the program. The parent/guardian of a child who has not received the age-appropriate immunizations prior to enrollment and who does not have documented medical or religious exemptions from routine childhood immunizations must provide Child Care Facility Handbook Page | 60 documentation of a scheduled appointment or arrangement to receive immunizations. Providers must include a general statement in parent handbook/policies to inform parents/guardians, at time of enrollment, that some children in care may not have current immunizations.

7.2 Student Health Records (Physical)

The child care facility is responsible for obtaining for each child in care a current, complete and properly executed Student Health Examination form DH 3040, which is incorporated by reference in 65C-22.001(7)(q), F.A.C. and may be obtained from the local county health department, the parent or legal guardian, or a signed statement by authorized professionals that indicate the results of the components of the Student Health Examination form are included in the health examination.

A. The Student Health Examination shall be completed by a person given statutory authority to perform health examinations.

B. The Student Health Examination or the signed statement is valid for two years from the date the physical was performed. An up-to-date version must be on file for as long as the child is enrolled at the facility.

C. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the facility shall not allow the child to remain in the program.

E. If the custodial parents or legal guardians need assistance concerning these requirements, the facility shall refer them to the Department of Health or to the child's physician.

I have read and understand the Florida Statutes stating that it is my responsibility to present, within 30 days, my child's current shot and physical records, and that if I fail to do so, my child will not be able to attend classes at Berryhill Childcare until those records are presented to the center.

I also understand that payment for my child's space must continue to be made in accordance with our tuition policies, or my child's space will be forfeited.

Parent Print: _____

Parent Signature: _____

Date: _____



Berryhill Childcare Credit Card on File Agreement

Berryhill Childcare requires a credit card to be placed on file at the time of registration to ensure tuition is paid in a timely manner. This information will only be used in the event that you child's tuition is not paid, or your child is withdrawn from school without the balance on your account being paid in full before withdraw.

Credit Card Information		
Card Type: Please Check one. <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Cardholder Name (as shown on credit care)		
Card Number		
Expiration Date (mm/y):	CVN 3-digit Code (on back of card):	
Cardholder Billing Address:		
City:	State:	Zip Code

I _____, authorize Berryhill Childcare to charge my credit/debit card listed above for any outstanding balance due on my account should I fail to make the monthly tuition payment for (Children Names) _____. Furthermore, I agree to authorize Berryhill Childcare to charge my credit/debit card in the event that I withdraw my child without ensuring my account is paid in full. I understand that my information will be kept confidential and private, and saved for future transactions on my account. By signing this form, I agree to the terms stated above.

Parent/Guardian Print: _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



DOCUMENTATION RECEIPT

Section 10M-12.008(2) F.A.C. 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 childcare brochure.

Parent/Guardian Initial _____

Section 10M-12.013 requires that parents are notified in writing of the **DISCIPLINARY PRACTICES** used by the childcare facility. The parents' or legal guardian's signature verifies that parents or guardians have been notified in writing of the disciplinary practices of the facility.

Parent/Guardian Initial _____

To better understand the policies and practices of Berryhill Child Care and Berryhill Afterschool we have supplied you with a copy of the Berryhill Child Care policies and Practices Brochure. If there are any questions concerning the information in this brochure, please do not hesitate to discuss this with the director. These policies can be viewed on our website www.berryhillchildcare.com. The parents' or legal guardian's signature verifies receipt of the Berryhill Child Care Brochure.

Parent/Guardian Initial _____

During the 2009 legislative session, a new law was passed that requires child care facilities 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: for 2022

Parent/Guardian Initial _____

During the 2018 legislative session, a new law was passed that requires child care facilities to provide parents during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility, and instead leave them in the adult's vehicle upon arrival at the adults destination. My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian Initial _____

My signature below state that I have been provided and read each required document.

Parent/Guardian (Please Print)

Parent/Guardian (Signature)

Date



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.



KNOW YOUR CHILD CARE FACILITY

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 - 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.



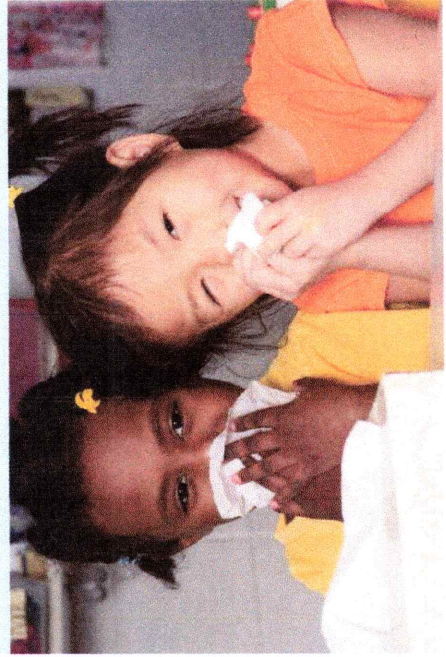
To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline
1.800.962.2873

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 Centers 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.



THE FLU

A Guide for Parents



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.

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.



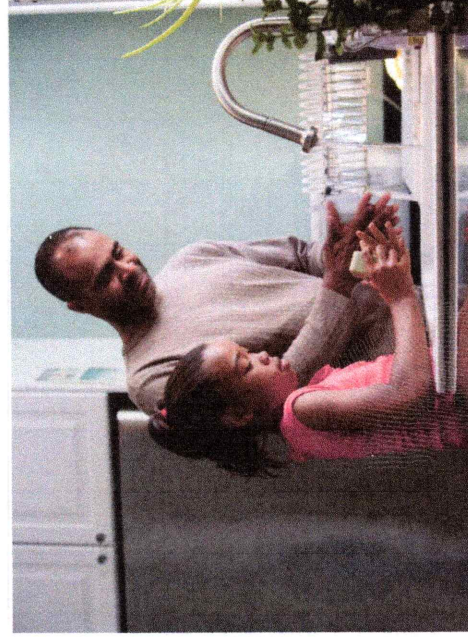
What can I do to prevent the spread of germs?

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 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 settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



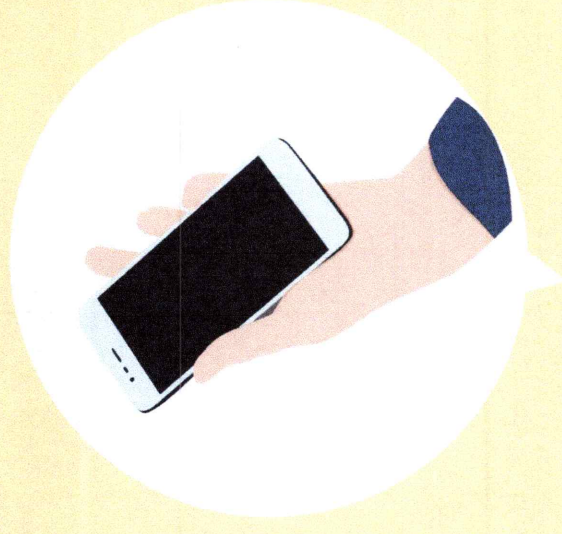
During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

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

A change in daily routine,
lack of sleep, stress,
fatigue, cell phone use, and
simple distractions are some
things parents experience and
can be contributing factors as
to why children have been left
unknowingly in vehicles...



WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT



For additional information, please visit
www.myfamilies.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.







Distraction Prevention Tips:


- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

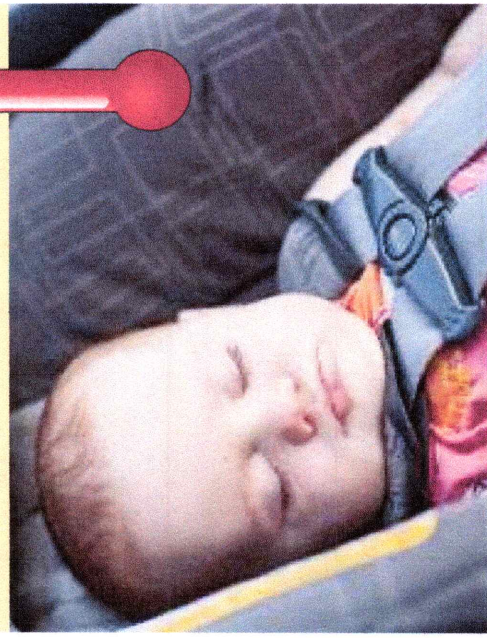
During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/ home and instead leave them in the adult's vehicle upon arrival at the adult's destination.

Facts About Heatstroke:

 It only takes a car **10 minutes** to heat up 20 degrees and become deadly.

 Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.

 The body temperature of a child increases **3 to 5 times faster** than an adult's body.





Berryhill Childcare DISCIPLINE POLICY

Here at Berryhill Child Care the environment of our program is structured so that children can make choices of play activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day.

Children are encouraged to develop language skills that help them to communicate their needs and feelings. Adults and other children model language for them so that they may learn to use language as a problem-solving tool.

Guidelines for behavior are clearly explained to the children. Appropriate behavior is modeled and language is continuously encouraged in order to avoid conflict and allow the children opportunities for decision-making and self-direction.

If a child is experiencing difficulty being self-directed and using language to solve problems in one area of play, he/she is offered another play activity. In the event that the child is still unable to control his/her behavior and cannot make appropriate choices for him/herself then he/she is removed from the problem area and given a personal space away from others. Time limits are imposed based on the child's age. He/she may return to the group or activity whenever the behavior is under control. In the event that the child is still unable to control his/her behavior then he/she will be removed and placed in the office for a time-out in which the Office Personnel would contact a parent.
CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND NEVER USED

When a parent has been contacted three times in a months' time period because of their child's behavior a conference will be scheduled with the parent, teacher, and Director or Assistant Director to further discuss a more detailed behavior contract, which will be signed by all parties. At the discretion of the Director, a child could be dismissed if the behavior problem becomes disruptive and/or prevents other children from having a quality-learning environment.

Our Pre-K program strives to provide an environment that allows child and adult alike to function to their fullest in solitary and group activities. The goal of the entire program is to support the development of internal control and to provide opportunities for the children to develop physically, emotionally, socially, and intellectually.

Parental Support is needed and appreciated to encourage children to observe school rules and procedures. The staff here at Berryhill Child Care is glad to work closely with parents to teach and maintain responsible student behavior. Through communications with your child's teacher and the administrative staff, you will remain well informed and actively involved in your child's pre-k education. Please review the above plan and then sign below. Thanks so much for your support and cooperation.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of other children may require the following actions:

1. Initial Consultation.
 - a. Incident report.
 - b. Conference with parents

2. Suspension of child care.
 - a. If your child has received three incident reports in one day the parent will be called and asked to pick up the child immediately. Your child may not return for two days and payment will still be expected.
 - b. if a child receives two suspensions in one month, Berryhill Child Care reserves the right to suspend the child indefinitely, or dismiss the child.

*We reserve the right to skip one or more steps if we feel the infraction is detrimental to the safety of the students in our care.

I have read and reviewed the contents of The Berryhill Afterschool & Summer Camp discipline policy and I understand its content.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date _____



Policies and Procedures

To better understand the policies and practices of Berryhill Child Care and Berryhill Afterschool we have supplied you with a copy of the Berryhill Child Care policies and Practices Booklet. If there are any questions concerning the information in this brochure, please do not hesitate to discuss this with the director. These policies can be viewed on our website

www.berryhillchildcare.com

Please go to our Website and view and or print a copy of the Policy and Procedure Booklet



PG Rated Movie Permission Form

Parents or Guardians

We occasionally view movies that are rated G and PG While here at Berryhill Childcare and Berryhill Afterschool. By signing below, you give your child permission to participate in viewing PG rated movies.

Parent/Guardian (Please Print)

Parent/Guardian (Signature)

Date

These are the G and PG rating definitions according to the Motion Picture Association of America.

G — General Audiences. All Ages Admitted. A G-rated motion picture contains nothing in theme, language, nudity, sex, violence or other matters that, in the view of the Rating Board, would offend parents whose younger children view the motion picture. The G-rating is not a "certificate of approval," nor does it signify a "children's" motion picture. Some snippets of language may go beyond polite conversation but they are common everyday expressions. No stronger words are present in G-rated motion pictures. Depictions of violence are minimal. No nudity, sex scenes or drug use are present in the motion picture.

PG — Parental Guidance Suggested. Some Material May Not Be Suitable for Children. A PG-rated motion picture should be investigated by parents before they let their younger children attend. The PG rating indicates, in the view of the Rating Board, that parents may consider some material unsuitable for their children, and parents should make that decision. The more mature themes in some PG-rated motion pictures may call for parental guidance. There may be some profanity and some depictions of violence or brief nudity. But these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG-rated motion picture.

Thank you.



PERMISSION SLIP FOR PHOTOGRAPHING YOUR CHILD

From time to time, we take pictures during school activities. We would like your permission to use these pictures on our website, in our newsletter, or on our bulletin board. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures. We will use them exclusively for Berryhill Child Care / Berryhill Afterschool purposes. Please take a moment to let us know your preferences regarding our use of photos of your children. If at anytime you change your mind you may ask us to remove any pictures of your child from our media.

___ YES. I grant you permission to use photos of my child or children for Arts and Crafts and on the/ Berryhill Afterschool Website, Berryhill Afterschool social media, bulletin boards, and or newsletters.

-OR-

___ NO. Please only use photos of my child or children for take home arts and crafts

-OR-

___ NO. Please do not take any photos of my child or children.

Please list all Children attending one or more of our centers:

Child: _____ Age _____

Child: _____ Age _____

Child: _____ Age _____

Parent/Guardian (Please Print)

Parent/Guardian (Signature)

Date

Thank you



Permission for Food-related Activities and Special Occasion Food Consumption

Pursuant to 65C.005 (1)2. F.A.C., licensed child care must obtain written permission form parents/guardians regarding a child's participation in food related activities. These activities include such things as classroom cooking projects, gardening, school wide celebrations, birthdays etc..

I _____ give/decline (circle one) permission for my child _____
(Parent name, print) (child name, print)

To participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

___ My child Does Not have a food allergy or dietary restriction. He or she may participate in activities.

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

___ My child Does have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle t he following items (please list below)

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

I understand that is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during my child's enrollment.

Parent/Guardian (Please Print)

Parent/Guardian (Signature)

Date





Dear Parents,

The facility will provide breakfast, milk for lunch, and the afternoon snack. If there is a specialty milk the parents will have to bring that in.

The food in your child's lunch should meet the nutritional guidelines of the child care food pyramid. Attached to this letter will be a sample sheet of suggested foods for aiding your choice of nutritional foods your child might eat. Items such as soda, candy or other high sugar items will be sent back home.

Each child will need to have their own lunch box which will be stored in your child's cubby or on the designated self in their room. We will not be able to put lunch boxes in the refrigerator or place any food item into the microwave to heat up.

The lunch box and any reusable containers inside need to have the child's name on them. Parents will be responsible for washing their child's food containers daily. If your child is a one-year-old, they need to have an extra empty sippy cup in their lunch box for milk.

Per The Department of Children and Families; chips, popcorn, grapes, cheese cubes, and hotdogs are not allowed. These items can be choking hazards.

Please understand that if your child does not have their lunch brought in with them at the start of the day, they will not be able to stay.

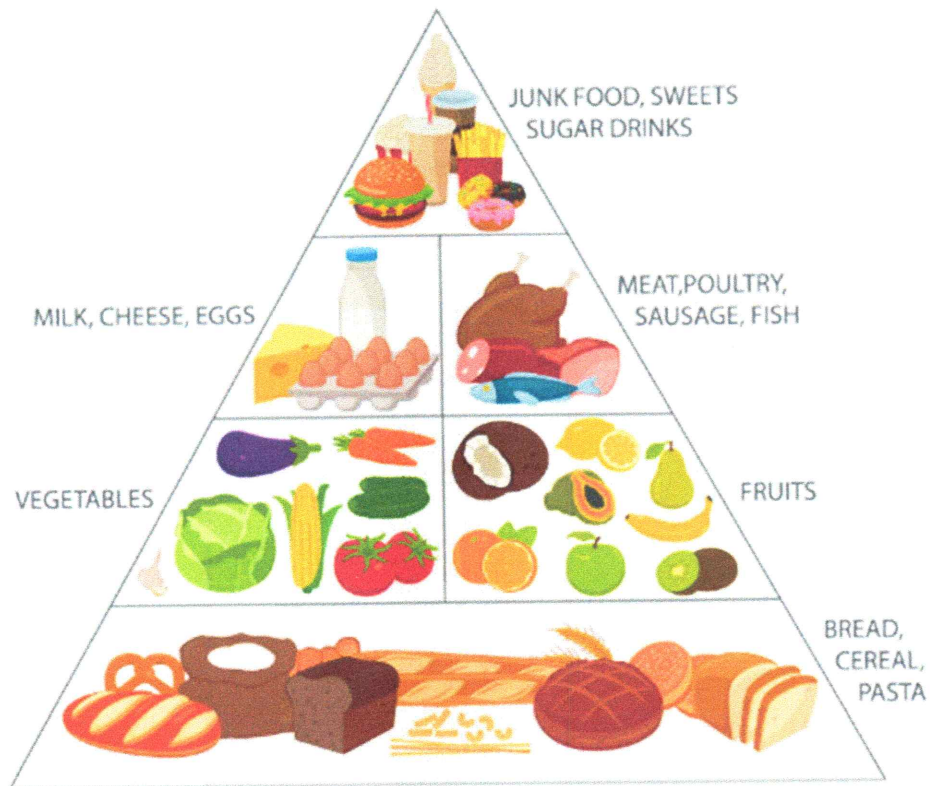
We apologize for any inconvenience this may cause. If you have any questions, please speak with the office.

Sincerely,

Jessie Moulder & Shannon Durbin

Parent/Guardian Print: _____

Parent/Guardian Signature: _____ **Date:** ____ / ____ / ____



Lunch Suggestions:

<u>Grain</u>	<u>Protein</u>	<u>Fruit</u>	<u>Vegetable</u>	<u>Milk</u>
Bread	Peanut Butter	Fruit Cups	Green Beans	White
Tortilla	Luncheon Meat	Mandarin Oranges	Corn	Almond
Rice	Cheese	Peaches	Peas	Soy
Noodles	Boiled Eggs	Pears	Carrots	Lactose Free
Crackers	Bacon	Applesauce	Tomatoes	Special Dietary
Biscuits	Sausage	Pineapples	Broccoli	
Rolls	Pepperoni	Sliced Apples	Cucumbers	
Pastas	Assorted Beans	Sliced Oranges	Squash	
Cornbread	Fish Sticks	Bananas	Zucchini	
Rice Cakes	Chicken Nuggets	Strawberries	Cauliflower	
	Chicken Salad	Watermelon	Mixed Vegetables	
	Egg Salad	Cantaloupes	Yams	
	Tuna Salad		Potatoes	

NO GRAPES, CHIPS, POPCORN, HOTDOGS, CHEESE CUBES or anything else that would be deemed as a choking hazard.



ACCEPTABLE PARENT BEHAVIOR POLICY

Berryhill Child Care is committed to providing its students with the very best educational experience possible and to ensuring the safety and the overall wellbeing of all parents, students, faculty and staff, and volunteers. To achieve this goal, the support of parents and a strong and positive relationship with the school is imperative. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication and mutual respect. Parents shall always model positive and responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process.

The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered detrimental to effective school/home relationships and/or which serve disrupt the educational process, and are therefore inappropriate.

The behaviors listed are not all-inclusive. The parent/guardian(s) who display inappropriate behavior, which disrupts the educational process, will be subject to administrative action, which may lead to withdrawal of their child(ren) from Berryhill Child Care.

Parent's signature _____ Date _____

When and Where These Expectations Apply

The policies and administrative procedures concerning parental conduct apply to actions of parents on school property and any other place a school sponsored, school related, or school sanctioned event takes place, e.g., field trips, sporting events, programs, etc.

Parent's signature _____ Date _____

General Acts of Parental Misconduct

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, and/or disrespectful.
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents.
- Any other acts that interfere with the orderly educational process in the classroom or the school.
- Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, etc.

Parent's signature _____ Date _____

General Enforcement Guidelines

When enforcing policy, Berryhill Child Care personnel shall adhere to the following general guidelines:

- Enforcement shall be administered when necessary to protect students, school employees or property, and to maintain essential order and discipline.
- Parents/guardians and students shall be treated fairly and equitably.
- Enforcement shall be based on a careful assessment of the circumstances of each case. Factors that must be considered in each decision concerns a mandatory or discretionary actions, include:
 - Seriousness of the offense
 - Intent when engaged in the conduct
 - Parent's history with faculty and staff of parent's attitude
 - Potential effect of the misconduct on the school environment
 - Whether the facts of the case warrant consideration of self-defense as mitigating factor in the assessment of any punishment
 - Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, or any school-related activity and may include persistent misbehavior. Persistent shall be defined as more than one instance of misconduct.

Parent's signature _____ Date _____