

Date Enrolled: \_\_\_/\_\_\_/\_\_\_

# Asbury Early Learning Center

## 2024-2025 Student Enrollment Packet

Please return this completed enrollment packet to the AELC Office along with your registration fee. If you have any questions, please email the office at [preschool@asburymaitland.org](mailto:preschool@asburymaitland.org)

Child's Full Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Birthdate: \_\_\_/\_\_\_/\_\_\_ Gender: M F Age Group: 1's 2's 3's VPK

Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

### Family Information

Mother's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address if different from the child: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address if different from the child: \_\_\_\_\_

Student lives with: \_\_\_\_\_ \* Please supply custody info if needed for compliance.

### Medical Information

Any known allergies/dietary restrictions/conditions that our school staff needs to be made aware of:

\_\_\_\_\_

Helpful Information about your child for our teaching staff caring for this student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Child Release Information**

This student shall only be released to their custodial parent/legal guardian/and the person(s) listed below. If for some reason the parent cannot be reached first, the following people will be contacted and are authorized to remove the child from our facility in case of illness, accident, or other emergency.

<b>Full Name</b>	<b>Contact Phone Number</b>	<b>Relationship</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**Policies and Information for Parents to review & initial:**

Emergency Medical Form	Initial _____
Wellness Policy & Food/Nutrition	Initial _____
Discipline Policy	Initial _____
Attendance & Fees Policy	Initial _____
Early/After Care Rates	Initial _____
Photo/Video Release	Initial _____

**The following DCF Forms are to be reviewed & signed receipt by parent:**

Know Your Child Care Facility	Return Signed _____
Distracted Adult Brochure	Return Signed _____
Influenza Brochure	Return Signed _____

**\*The following records are required & updated regularly: (from your child's pediatrician)**

Immunization Record (valid until date indicated by doctor)

Well Child Check Document (valid for 2 years)

\_\_\_\_\_ Date \_\_\_\_\_

Parent Signature

## Emergency and Medical Information

Child's Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please list any physical or emotional conditions in which we must know about in order to properly care for your child on a daily basis:

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List any medication your child takes on a regular basis: \_\_\_\_\_

### Insurance Information

Insurance Company: \_\_\_\_\_

Names of Insured: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

### Medical Release Form

I, \_\_\_\_\_, hereby grant permission for Asbury Early Learning Center staff to take any and all due necessary steps to obtain emergency medical care for my child, including, but not limited to:

1. Attempt to contact a parent or guardian
2. Attempt to contact and emergency contact person other than parent
3. Call 911 for emergency medical care if warranted
4. Accompany child to hospital emergency room if transportation is recommended by EMS

I understand that all expenses related to said medical care for my child will be the responsibility of the parent. I understand that it is my responsibility to keep my child's personal and medical file up to date in the office of Asbury Early Learning Center. I will not hold Asbury Early Learning Center or Asbury United Methodist Church responsible for any information I withhold, pertaining to proper care of my child.

### Authorization of Treatment

In case of our unavailability, or if deemed medically necessary, we request care for our minor child, \_\_\_\_\_, should a medical need arise. Asbury Early Learning Center is authorized to perform or arrange for treatment considered necessary. This includes transportation by ambulance if needed.

Parent Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Wellness Policy

For the continued protection of all our students and staff, please comply with our Wellness Policy. If your child has the following symptoms, please keep him/her home until well.

- **Fever** over 99.6 degrees (“fever free” means no medication has been given within the past 24hrs.)
- **Nasal discharge** which is not clear in color
- **Nausea, Vomiting or Diarrhea** within the past 48 hours
- **The Flu** requires a full week away from school (longer if symptoms are severe and are not clear after 7 days)
- **A Rash** which has not been diagnosed by a pediatrician
- **Eye Discharge**
- **Sore Throat** or continuous **Cough** or **Earache**
- **Exposure to COVID-19** with or without showing symptoms – Must be out of school for 5 days or until a negative COVID-19 test is confirmed for this student and the student is no longer directly exposed nor has symptoms.
- Anything contagious of any kind

Please notify the director, or your child’s teacher as soon as possible if your child has a contagious illness. It is our responsibility to send information (with no names attached) to families who may be affected, to watch for symptoms of that illness. We hope you understand how important this is as the health & safety of our families & staff is our top priority.

Our staff is not authorized to administer any medication, with the exception of diaper rash cream. Our school has no provision for the care of children who are ill. If your child becomes ill at school, he/she will be isolated, and you will be contacted to arrange for them to be picked up immediately. Your child may return to school 24+ hours after he/she is symptom free with **no** pain/fever reducing medication.

## Food and Nutrition Policy

The Asbury Early Learning Center does not supply snack or lunch for students. However, it is our responsibility to recommend parents follow the Healthy Food Pyramid when packing their child’s food each day. Families may provide special treats (birthday’s) for their child’s class, but please no candy. Please discuss this with your child’s teacher ahead of time.

*Please help us do all we can to keep our AELC family healthy, Thank You!*

## Discipline Policy

### Behavior

Preschool age is a time in your child's life when they are discovering how to share, treat others and follow rules. We believe that rewarding positive behaviors and using appropriate consequences for improper behavior is the best way to encourage children to behave well. Children will be advised of the class rules and expectations. Teachers will continue to look for good behavior to praise and for teaching opportunities when a negative behavior arises.

- Provide positive, respectful directions.
- Explain inappropriate behavior and a clear understanding of what is expected.
- Use choices, redirection and substitution.
- Occasionally separate a child from the group, for a short period of time period. This will allow a misbehaving child to take a break from a situation and reset.

If a child's behavior is consistently disruptive or a threat to another child safety, then the parent will be called to discuss the reoccurring situation. Parents will be expected to help their child with their decisions as well, to move in a positive direction.

### Harmful Behavior Policy

Any physically or emotionally harmful behavior will be recorded on an incident report. A copy of this will be provided for the parents as well. This IR form must be signed by the teacher, the director, and a parent of the child whose negative behavior is being addressed. Names of children who are involved in incidents are not to be disclosed to any other parents.

1st incident: The parent will be notified and the incident documented. The teacher will discuss how we will work to avoid the continuation of the negative behavior.

2nd incident: Same as above, with discussion of additional consequences within the classroom.

3rd incident: The parent will be notified like above, with the possibility of the offending child being removed from the program for an appropriate amount of time period actions will be reviewed on a case-by-case basis.

Our goal at Asbury Early Learning Center is to keep moving in a positive direction, and to ensure each child is safe while they are learning and having fun.

Signature of Parent or Legal Guardian verifying receipt of the AELC policy.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Potty Training Policy

Potty training is a milestone that requires time & patience. Please be aware that the Asbury Early Learning Center requires children in our 3's & VPK programs to be fully potty trained. While we recognize starting school is an adjustment for children, it is difficult to keep the classroom a safe & sanitary environment when toileting accidents happen.

### What does being fully potty trained mean?

- A child is not in pull ups or diapers
- He or She recognizes and communicates on their own the need to use the bathroom.
- The child is consistently using the potty & going multiple days at home without having an accident.
- He or she is able to attend the entire day without an accident.
- He or she is able to wipe themselves, redress themselves, flush the toilet & wash their hands once they have completed using the bathroom.

As a parent, you can help by dressing your child in a belt less and/or elastic waist clothing. This makes it easier for your child to be successful in using the restroom. At Asbury, we will continue to encourage & support all the success that your child achieves during their potty training. Teachers in our Toddler & Two's programs watch for & identify signals that your child is ready & will provide assistance with potty training transitions from home to school.

In the first 4 weeks of school, if your child has more than 2 accidents per week, the parent will be notified & the child will have to remain at home till potty training is achieved.

*When we partner together, we can make this a successful experience!*

Signature of Parent or Legal Guardian verifying receipt of the AELC policy.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Attendance and Fees Policy**

- Our Registration Fee is a non-refundable fee due at the time of enrollment. The Materials Fee is due annually and at the time of registration.
- Our Monthly Tuition is due the first week of each month. Rates are based on the number of days per week your child is registered + our attendance calendar (August through May) and divided equally by 10 months. You will be billed a \$10 late fee per week if paid after the 7th of the month.
- Earlycare and aftercare payments are due along with the tuition payment the first week of each month. You will not be given credits for any unused days.
- Aftercare pickup is promptly at 3pm. If your child is not picked up by 3pm, you are charged \$1 per minute until you arrive. Excessive lateness will incur an additional \$25 late fee per month (more than 3 late pickups)
- There are no fees for VPK. Parents are responsible for verifying and signing their child's VPK Monthly Attendance Document at the end of each month. Supplies requested by the VPK teacher or director are greatly appreciated.
- Attendance is expected and there shall be no credit given for absences.
- VPK students can may not miss more than 5 unscheduled days per month or will be at risk of losing their free vpk eligibility certificate & will have to be self-pay.
- Excessive delinquent payments will be discussed with the family member responsible for payment. This information is confidential and only discussed with the director. Asbury Early Learning Center reserves the right to dismiss the student for delinquent payments or unacceptable behavior issues.

A two-week written notice to withdraw your child from our program is required. No refund shall be given for tuition/fees paid in advance.

Signature of Parent or Legal Guardian verifying receipt of this AELC policy.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Asbury Early Learning Center – Tuition & Fees

Age Group/Class	Days Attending	Monthly Tuition
<b>1-year-old Class</b>	2 Days	\$368/month
	3 Days	\$460/month
	4 Days	\$529/month
	5 Days	\$586/month
<b>2-year-old Class</b>	2 Days	\$342/month
	3 Days	\$428/month
	4 Days	\$492/month
	5 Days	\$545/month
<b>3-year-old Class</b>	3 Days	\$420/month
	4 Days	\$483/month
	5 Days	\$535/month
<b>VPK</b> Limited spots	4 Days	Free
<b>VPK-Fun Friday</b>	5 Days	\$250

- \$275 Enrollment Fee is only due one-time for new students/families.
- Annual Registration Fee; \$150 per child, \$225 per family
- 10% sibling discount in every class except for VPK

*\*Early Care available at 8:30am & After Care available till 3:00pm.*

**Tuition is based on a 10-month calendar, August-May. Tuition is an Annual Fee and is divided into 10 equal monthly installments. There is no discount for paying the entire year's tuition in one lump sum.**



# Photography/Videography Release

Dear Parents,

Here at Asbury Early Learning Center we share photos/videos on multiple social media platforms that include our Facebook Page (AELC Maitland), the church Facebook Page (Asbury United Methodist Church) and our parent portal, Brightwheel. We also have a website (asburypreschoolmaitland.com)

On these sites, we post pictures/videos of children, artwork & activities done at school. These postings never include your child's name or parents name, nor do we tag you in anything we post. We would love your continued support and permission to post such things but we also understand your privacy.

Please indicate below whether AELC may or may not post pictures, videos, artwork and activities to these sites.

\_\_\_ Yes, good through VPK if selected

\_\_\_ No

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

Parent's Name: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

## Parent Consent for Assessment

Per the Florida Department of Education, our preschool conducts assessments each year to monitor your child's progress in our preschool. These assessments not only show us the level of growth in your child but also the success of our program. These reports are given several times a year & will be discussed with you at conference time. The assessments given are based off the standards taught & general developmental milestones.


I, \_\_\_\_\_, hereby, give my permission to the  
Asbury Early Learning Center to assess my child  
\_\_\_\_\_ as stated above.

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Parent/Guardian Signature

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Date

Asbury  
Early Learning Center

## 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 their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number: C09OR029  
License Issued on 10/17/23  
License Expires on 10/16/24  
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

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

CF/PI 175-24, 03/2014

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



# Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

## 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 vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child 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

### Health Related Requirements

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

### 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.
- 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.

## Quality Child Care

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

### Quality Activities

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

### Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

### Quality Environments

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



**Asbury Early Learning Center**  
220 W. Horatio Ave  
Maitland, FL 32751

**Know Your Child Care Facility  
Brochure Statement (Chapter 402.3125, F.S.)**

I, \_\_\_\_\_  
(Parent or Legal Guardian)

Of, \_\_\_\_\_  
(Name of Child)

Received a copy of the Child Care Facility Brochure

On, \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

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

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

Name: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Signature: \_\_\_\_\_

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



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

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

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

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



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

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

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



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

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

### 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.

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



## 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.



## ⚠️ 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

**During the 2018 legislative session,** a new law was passed that requires child care facilities, family day care homes and large family 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.



**My signature below verifies receipt of the Distracted Adult brochure**

Parent/Guardian: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.