Registration Packet

Please send current photo of your child to: brittchildacademy@gmail.com or attach photo to this form. (Optional)



Child's Name:

This form can either be filled out electronically (with Adobe Reader or Adobe Acrobat) or you can print this form to fill out. If you are submitting this form electronically please save a copy to your computer and then email to brittchildacademy@gmail.com. If you are mailing, please mail to:
Britt Children's Academy Attn: Admissions 1108 Peachtree Street Cocoa, FL 32922

A non-refundable registration fee of \$85.00 must be included with this registration form. This fee will hold your child's place in the class until a contract is received. Please mail registration fee to above address.

Britt Children's Academy does not discriminate in matters of employment, recruitment, admission, or the administration of any of its programs on the basis of race, creed, color, gender, nationality, or ethnic origin.



Welcome to Britt Children's Academy! We are so excited to welcome you into our BCA family! It is an honor for us to be able to have a small role in your child(ren) early education and we do not take this opportunity lightly. We recognize the importance of a quality early childhood program and have made it our business to continuously exceed our benchmarks by hiring the best teachers, implementing innovative teaching methods with enriching activities that are aimed at developing the whole child.

Please read this handbook to acquaint yourself with our policies and procedures. Sign and return the back page indicating that you have read it in its entirety and agree to the following policies.

Thank you for choosing our school! We look forward to partnering with your family to ensure the best results for your child.

"Free the child's potential and you will transform him into the world"

~Maria Montessori



Current BCA Family? Yes № □
Previous BCA Family?Yes № □

				Previou	s BCA Family?Yes_wo
Student Information	1			Date:	
First, Middle, Last			Pr	eferred Name	Male/Female
Mailing Address		City		State	Zip
Phone Number		Date of Birth		Family E-mail	
Applying for what class	_	-	•	□2-years-old gram □VPK [•
Days of Week in Care: M (Child must be completely Applying for the school ye Parent Information	potty trained by the ar 20 to 20 l				grams) ———
Preferred Title: ☐Mr. ☐	Mrs. □Ms. □Dr.		Preferred Title	e: □Mı□Mrs. □	Ms. □Dr.
Full Name			Full Name		
Relation to applicant			Relation to app	olicant	
Mailing Address			Mailing Addres	S	
City, State, Zip			City, State, Zip		
Home Phone			Home Phone		
Occupation			Occupation		
Employer			Employer		
Work Phone			Work Phone		
Cell Phone			Cell Phone		
E-mail			E-mail		
If parents are separated of	 or divorced, with who	m does the chil	d reside?		
Check if appropriate:		2222 0.0 01111			
Parents Parent Married Divorc		Father Remarrie ₫ □	Mother Remarrie ┏┪ □	Father Decease	Mother Decease ₫ □



Sibling Information

Please provide the following information on all applicants' siblings:

Sibling's Full Name/Age:	Current School			
Sibling's Full Name /Age:	Current School			
Sibling's Full Name/Age:	Current School			
Name of present childcare (if applicable)				
School Address				
	City	State	Zip Code	
Telephone ()	Current Teac <u>her</u>	•		
Medical Information:				
I hereby grant permission for the staff of this fac	cility to contact the follow	wing medical pers	onnel to obtain	
emergency medical care if warranted:	-			
Doctor:	Address:	Phone	:	
Please note: Due to proximity of the hospital and	d BCA location, all childr	en will be transpo	orted to Wuesthoff	
Hospital for treatment.				
Hospital Preference:				
Please answer the following questions				
1. Does this child have any health irregularities, any	allergies that we need to	be made aware of ,	or	
educational challenges which might interfere with no		al activities?		
□Yes □No If yes, ple	ase expiain.			
2. What are your child's Emergency Care Plan Instru	uctions?			
2. What are your office's Emergency Care Flan Insur	uctions:			



4. Is your child allowed to	be photographed at our facility? \Box Ye	es □No
5. Is your child completely	potty trained and independent in the	e bathroom? \square Yes \square No
6. Who is authorized to pick t	ıp your child?	
		Phone Number
First & Last Name		Phone Number
	Address	
First & Last Name	Address	Phone Number
First & Last Name	Address	Phone Number
First & Last Name	Address	Phone Number

AND FAMILIES.

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...





Developed by:

The Office of Child Care Regulation

www.mvflfamilies.com/childcare CF/PI 175-12, May 2019





When life happens...Don't be a

DISTRACTED

ADULT

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.

0000 **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.



- 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
- 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.

My	sign	ature	belo	w verit	fies	receipt
of	the	Distra	cted	Adult	bro	chure

of the D	Distracted Adult brochure
	Parent/Guardian:
	Child's Name:
	Date:

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



Social Media Content Consent Form

At Britt Children's Academy, we value your child's privacy while celebrating their achievements. With your consent, we would like to share photos and videos of your child participating in school activities on our official social media accounts for promotional and educational purposes.

Please complete the form below:	
Child's Information	
Full Name:	
Date of Birth:	
Parent/Guardian Information	
Full Name:	
Phone Number:	
Email Address:	
Consent Details	
I, the undersigned parent/guardian, authorize Britt Children's Academ	ny to:
1. Capture Photos/Videos of my child during school-related activities	5.
2.Use Photos/Videos on:	
 Official social media accounts (e.g., Facebook, Instagram, Tw 	vitter).
 Promotional materials (flyers, brochures, website). 	
3. Understand that my child's full name will not be disclosed without	explicit additional consent.
I understand that:	
This consent is voluntary and can be revoked at any time by subn	mitting a written request to the school office
• Photos/videos may remain on the school's accounts until removed	d, even after consent is withdrawn.
Consent Options	
(Please check one):	
□ Yes, I consent to the use of my child's photos/videos for the purpos	ses stated above.
□ No, I do not consent to the use of my child's photos/videos.	
Parent/Guardian Signature	
Signature:	
• Date:	

Thank you for supporting Britt Children's Academy! If you have any questions or concerns, feel free to contact us at [contact information].

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.



MyFLFamilies.com/ChildCare

This child care facility is licensed accordingto 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: License Issued on __/_/_ License Expires on __/_/_ For more information regarding the compliance history of this child care provider, please visit: MvFLFamilies.com/childcare



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 Famil Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



Know Your Child Care **Facility**

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 number along with other emergency numbers.
 - Staff trained in first aid and Infant/Child CPR on the premises at all times.
 - Fully stocked first aid kit.
 - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are ccessible and out of children's reach

- 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.

☐ 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
 - Medication records.
 - Enrollment information
 - Personnel records.

 - 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 □ Equipt with age and developmentally
- appropriate toys.
- ☐ Provide appropriate bathroom facilities and other furnishings.
- ☐ Provide isolation area for children who
- ☐ Practice proper hand washing, toileting and diapering activities

Quality Child Care

Quality child care offers healthy, social, and ional experiences under qualified supervis 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 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.





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



How can I tell if my child has a cold,

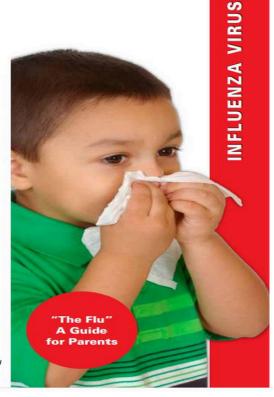
or the flu?

Most people with the flu feel tired and have fever,

sore throat, runny or stuffy 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 and symptoms such as fever, body aches, extreme and symptoms such as lever, body acnes, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



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



CF/PI 175-70, June 2009

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

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:

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



What should I do if my child

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

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD: Has a high fever or fever that lasts a long time

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

How can I protect my child from the flu?

A flu vaccine is the best way to protect against 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 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 until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

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



	Discipi <u>line F</u>	olicy of Britt Ch	idren's Aca	aemy	
Our goal Is to prov	ide positive reinforcen	nent as well as redir	ection when ap	propriate. In accordanc	ce with
our policy and Flor	ida guidelines, the foll	owing will NOT be u	sed:		
	☐ Severe, humiliating ☐ Discipline associate	ed with food		mont	
Instead we follow	Spanking or any oth	• •	•	unacceptable behavior	(such as
				teaching by example. W	
encourage student	•	at Hothication, ctc.,,	iii cacii action	tedering by example. Vi	
chedurage stadem	Show respect for ot	hore			
	☐ Keep hands, feet ar				
	Follow directions	id objects to sett			
	Use materials and particles are properly used to their sections of the section of				
If vour child is disr				d's rights or disrespectf	ul to the
teachers, he/she w	rill be removed from th	ne situation for 2-3 r	ninutes and rei	minded of the appropria	ate
hehavior. Your chil	d will not be allowed t	o return to normal a	ctivities until h	e or she agrees to abide	by the
rules. If child refus	es to abide by the rule	es, the following acti	ons will be take	en:	
1. A teleph	one call to the parent	or guardian request	ng that you sp	eak to the child.	
2. The pare	ent or guardian may be	e called to remove th	e child from th	e premises for the rest	of the day.
3. If a fight	occurs or if your child	is involved in a phys	sical confronta	tion with a staff membe	er or
another ch	ild, 1st offense will be	only on day suspen	sion. Second o	ffense will be dismissal	from the
program. V	Ve will not tolerate vio	lence in any way.			
4. Britt Chi	ldren's Academy rese	rves the right to ask	you to make al	ternative arrangements	for the
care of you	ır child if destructive, a	aggressive behavior	continues.		
Britt Children's Aca	ademy wan <u>ts to prom</u> c	ote a secure and safe	<u>e e</u> nvironment	for all of our children an	nd staff.
I, the parent and g	uardian of		agree to th	e Discipline Policy of Br	itt
				h Services Brochure, "k	
Your Child Care Ce	nter."				

Date

Employee/Parent Signature



TUITION POLICY

	All tuition payments are due on Monday morning of each week. A late payment fee of \$50 per child will be added to your account if payment is not received on time.
	Auto-pay – Every family MUST sign up for autopay via the Brightwheel app where payment will be automatically deducted
	from your account EVERY Monday OR Tuition must be paid 2 weeks in advance thereby eliminating any balances. Attendance will be suspended after 2 weeks of nonpayment until all fees are paid in full. Non – payment after 2 weeks will result in withdrawal of enrollment. Parents who get paid on a bi-weekly schedule MUST pay ahead 2 two weeks to avoid carrying a balance. Any bounced checks will incur a fee of \$35 (and that form of payment will no longer be accepted). If a payment made via the BrightWheel app is returned due to insufficient funds a \$35 fee will be charged for each occurrence per child. Accepted forms of payment are debit/credit card via Bright Wheel app. Checks will be accepted at the center. Cash accepted but not preferred. A \$85 annual registration fee is applied to every account July 1st yearly. For families with multiple children an additional \$50 will be added. 1st week tuition and annual registration fee are due on or before first day of attendance.
VACAT	FION Every family is allotted a full week (5 consecutive days) for vacation which can be used within the current calendar year (Jan. – Dec.) You are not required to pay for this week. You can use your week for whatever reason (e.g. Illness, vacation, staycation etc.) Notify the center director and a note will be made in your file at least 2 weeks in advance.
ABSE	VCES
	We understand that absences are sometimes necessary. However, you are still required to pay even if your child is not present. This is industry standard and there will be no EXCEPTIONS. If a child is ill for longer than 2 weeks, they will be withdrawn from the program to avoid any additional charges. Weeks are not pro-rated for holiday days, pandemic or natural disasters which includes hurricanes, tornadoes etc.
□ F	Parent co-payments are due every Monday morning. If your child is absent due to illness, they must return with a doctor's note excusing their absence. Or, a note written and signed by you, the parent, explaining their absence. In addition to parent copays, each parent is also responsible for paying the difference between what ELC pays for your child vs our actual rate (see example below).
	Parent has a 2yr old enrolled and participates in ELC. Weekly co-payment is \$5. ELC pays \$130 wkly. Learning Street's rate, \$150 wkly. The difference will be \$20. Parent will pay \$25 wkly. **

Please sign below acknowledging that you have read the above policy.
Parent/ Legal Guardian Name (print):
Parent/ Legal Guardian Signature :
Date:



Sickness Policy Britt Children's Academy strives for healthy minds as well as healthy bodies. Your child's health is a matter of major importance to us. If your child becomes ill during the day, they will be excluded from all activities and you will be notified to pick them up. For the comfort of your child(ren) and to reduce the risk of contagion, we ask that your child is picked up within an hour and a half of notification.

Children must remain home 24 hours from the time of being sent home. This time includes the remainder of the day they were sent home and the entire day after. They must return with a doctor's note.

***Please not that if your child is still exhibiting symptoms of a contagious illness, they will not be allowed to return to school, even with a doctor's note, until symptoms have lessened or have disappeared. ***

The following is a list of common illnesses but not limited to the following:

- Nausea or vomiting /Fever
- Bloody stool
- Unusually dark urine and/or gray or white stool
- Difficult or rapid breathing
- Stiff neck
- Swollen glands
- Runny nose (other than clear)
- Eve or ear discharge

- Loss of voice
- Sore throat with fever
- Body rash with fever
- Yellow skin or eyes
- Exposed, open skin lesions
- Lice
- Any other unusual sign or symptom of illness
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Hacking or continuous severe coughing which causes child to become red or blue in the face or make a whooping sound

BCA reserves the right to determine whether or not a child must go home due to illness.
Parent/Guardian Signature:
Parent/Guardian Name (printed):
Dates



BCA Closure Dates

Britt Children's Academy will be closed for the following holidays, under the condition they fall on a weekday:

New Year's Eve	Good Friday	Day Before Thanksgiving	
New Year's Day	Memorial Day	Thanksgiving Day	
Day After New Year's	Independence Day	Day After Thanksgiving	
Martin Luther King Day	The Last Week in July	Christmas Day	
Columbus Day	Veteran's Day	President's Day	
These holidays are subject to change	. Parents will be notified of any	changes in advance. These days have been	
you agree to be responsible for your of agree to inform us of any changes to	child's tuition charges while en the above information and to p	d from weekly tuition rate. By signing below, rolled at Britt Children's Academy. You also rovide us with updated immunization records y school). Any additional dates will be	
Parent/Guardian Signature		Date	
Duint Manna			
Print Name			
Parent/Guardian Signature		Date	
Print Name			



<u>Acknowledgement</u>

Please Sign and Return this portion prior to your child's first day.

By signing here, I acknowledge that I have read and understand all policies and procedures in the Britt Children's Academy Parent Handbook. I also agree to the terms and conditions in this handbook.

Parent/Guardian Signature

Print Name

Print Name

Print Name



TELL US ABOUT YOUR CHILD

miu s ivam	e					
We would like to take this time to welcome you and your family to our center. We hope to see you and your family often in Britt Children's Academy. Please fill in the questions below to help us get to know your child a little better: this will make our day and vour child's day run a lot smoother. It helps us to know what to expect and prepare for your child's arrival.						
If yes, why	y did you leave					
How long was your child there?						
What did you like best about your previous daycare?						
How woul	d you describe	e your child's p	ersonality o	n a normal ba	asis: (Circle all that apply)	
Нарру	Moody	Quiet	Chatty	Testing	Cooperative	

<u>Meal Time</u>

Is your child a picky eater? (Circle one) What are some of your child's favorite foods?	Yes No
Which food does your child strongly dislike?	
Does your child have any difficulty time napping Do you have any ideas or certain routines for matime for your child? Does your child have any major problems that Please describe:	ne to follow to make naptime a more enjoyable
Does your child take any kind or medication on Why?	a regular basis? Yes No
Will we need to administer this medication? Ye Does your child need an inhaler? Yes Does your child wear glasses? Yes No Please Note: Britt Children's Academy and/or s	No
damage that results from your child needing to	•
Does your child have any physical or mental di Please Explain:	sabilities? Yes No
Does your child have any allergies that we nee	d to be made aware of?
Signing below acknowledges that I have filled	out this form to the best of my knowledge.
Parent/Guardian Signature	