



## Rose Child Care, LLC - Admission Checklist

License # C02LE0340



30 day notice is all that is required to end or reduce services.

I/We, the Guardian(s) of \_\_\_\_\_, have completed the following steps necessary to enrolling our child in Rose Child Care, LLC.

1. \_\_\_\_ Application for admission in this packet has been completed and returned with the non-refundable admission fee of \$100 for admission.
2. \_\_\_\_ I/We have received and reviewed the Rose Child Care, LLC handbook or looked it up at [rosechildcarellc.com](http://rosechildcarellc.com) .
3. \_\_\_\_ The medical information form in this packet from Rose Child Care, LLC has been completed and signed by the guardian(s).
4. \_\_\_\_ A current "Blue and Gold" form (immunization form and medical exam) will be obtained from the pediatrician according to the state of Florida and the Leon County Health Department, with-in 30 days.
5. \_\_\_\_ Annual materials fee of \$120 for supplies will be paid with the August tuition and will be pro-rated and due up front for the first partial year. (Students who come 3 days or less a month do not pay.)
6. \_\_\_\_ Tuition has and will be paid on time. (Monthly payers owe by the beginning of each month. Unscheduled payers owe at the end of each week.)
7. \_\_\_\_ Tuition and Registration Agreement, Rate Sheet and Discipline Policy in this packet have all been signed.
8. \_\_\_\_ If needed my child has shadowed at Rose Child Care, LLC.
9. \_\_\_\_ I/We, the Guardian(s), have met or toured with Rose Child Care, LLC management.
10. \_\_\_\_ I/We, the Guardian(s), understand smoking and alcohol are prohibited on the child care grounds.

---

Signature of Guardian

---

Date



**Rose Child Care, LLC**  
Application for Admission

\_\_\_\_\_

Childs full name

\_\_\_\_\_

Enrollment Date

\_\_\_\_\_

Age at Enrollment

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Guardian 1

\_\_\_\_\_

Guardian 2

\_\_\_\_\_

(street)

\_\_\_\_\_

(street)

\_\_\_\_\_

(city, state, zip)

\_\_\_\_\_

(city, state, zip)

Guardian 1 address

Guardian 2 address

\_\_\_\_\_

Guardian 1 SSN

\_\_\_\_\_

Guardian 2 SSN

\_\_\_\_\_

Guardian 1 cell phone

\_\_\_\_\_

Guardian 2 cell phone

\_\_\_\_\_

Guardian 1 work phone

\_\_\_\_\_

Guardian 2 work phone

\_\_\_\_\_

Guardian 1 home phone

\_\_\_\_\_

Guardian 2 home phone

\_\_\_\_\_

Guardian 1 email

\_\_\_\_\_

Guardian 2 email

\_\_\_\_\_

extra Emergency contact and relation to child

\_\_\_\_\_

contact NUMBER

\_\_\_\_\_

Signature of Guardian

\_\_\_\_\_

Date

**Rose Child Care, LLC**  
Pick Up Permission Form

The following persons are given permission to pick up my child from Rose Child Care, LLC:

_____	_____
Name and relation to the child	Phone number
_____	_____
Name and relation to the child	Phone number
_____	_____
Name and relation to the child	Phone number
_____	_____
Name and relation to the child	Phone number
_____	_____
Name and relation to the child	Phone number
_____	_____
Name and relation to the child	Phone number

*\*Reminder: Adults 18 years old and over and on this list are allowed to pick up a child from Rose Child Care, LLC and must show his/her identification card at pick up. Should a special situation arise the parent/guardian must give written authorization allowing someone who is not on this list to pick up his/her child.*

I/We, the parents of \_\_\_\_\_, allow the above listed individuals to pick up my/our child from the care of Rose Child Care, LLC and the care of the Rose Child Care, LLC staff on any given day that Rose Child Care, LLC is open for business without forewarning except for this authorization form allowed by the signature(s) below. I/We also understand that proper identification will be mandatory at the time of pick up and my/our child will remain in the care of Rose Child Care, LLC and the Rose Child Care, LLC staff until proper identification is presented by the authorized individual.

_____	_____
Signature of Guardian	Date

## Rose Child Care, LLC Medical Information

Please let us know if your child has any health concerns or needs that need to be met during the school day. This information is to help us ensure your child receives the best pre-school experience possible in an environment that is safe for him/her.

Child's name	Date of birth
Allergies	Medication taken
Special instruction	Dosage and time(s) given
Child's physician	Physician phone number
Preferred Family hospital	Hospital phone number

Classroom activities are carefully planned out and individual children are considered. Please list items that your child is not allowed to eat for reference when planning cooking activities:

Unallowable food item	Unallowable food item
Unallowable food item	Unallowable food item
Unallowable food item	Unallowable food item
Unallowable food item	Unallowable food item

I/We, the parents of \_\_\_\_\_, understand that the information given above is current and accurate. If any of the above information changes, it is my responsibility to notify the Operator at Rose Child Care, LLC.

Signature of Guardian	Date
-----------------------	------

# Rose Child Care, LLC

## Rate Sheet



Please circle one: FULL-TIME PART-TIME DROP-IN

Hours	Full Time 7am-6pm, m-f	Part Time Pre-set Monthly Fee
Larvae Program 0 months-11 months	\$825 a mth	\$6 an hr
Caterpillar Program 12 months-23 months	\$750 a mth	\$6 an hr
Chrysalis Program 24 months-35 months	\$725 a mth	\$6 an hr
Butterfly Program 36 months and Up	\$700 a mth	\$6 an hr
VPK Wrap around fee (9mth school yr before Kindergarten)	\$450 a mth	\$6 an hr
After School	\$200 a mth	\$6 an hr

If you pay by the hour please fill out this chart:

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

### PART-TIME SCHEDULE:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*	Sunday*
In:	In:	In:	In:	In:	In:	In:
Out:	Out:	Out:	Out:	Out:	Out:	Out:

\*Saturday and Sunday is not included in the flat monthly Full Time Rate.

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

# Rose Child Care, LLC

## Tuition, Registration and 30 Day Notice

1. I/we understand that an application for admission must be completed and returned with the non-refundable admission fee of \$100.00 as soon as we wish to hold their spot.
2. I/we understand that this agreement reserving a space for my child is signed upon acceptance into the program and that all fees chosen in this packet will be collected as they are due.
3. I/we understand that a annual materials fee of \$120, will be charged each year my child is enrolled and will be used for materials and expendable supplies. This does not include food or diapers but does include wipes, art supplies and a sleeping mat. For budgetary reasons this fee is not refundable.
4. I/we understand that if I should decide to withdraw my child from Rose Child Care, LLC, or reduce my child's hours at ROSE Child Care, LLC a 30-day email notice is required to end services or a schedule change form with hour reduction must be submitted 30 days prior to schedule change. Guardians are responsible for full tuition for 30 days after a withdraw notice is given. ROSE Child Care, LLC does not require annual contracts so instead we use this standard business practice to maintain a healthy budget.
5. I/we understand that the immunization form and medical examination form must be filled in by my child's physician and submitted to Rose Child Care, LLC with-in 30 days of the start date.
6. I/we understand the medical sheet must be completed and signed by the Guardian.
7. I/we understand that tuition is due in a timely manner whether we are monthly payers or unscheduled payers. **Monthly payers** tuition is due in advance by the 25<sup>th</sup> of the previous month. For example, August tuition is due by July 25<sup>th</sup>. Tuition is late if it is received after monthly services have begun. In this event a payment extension fee of \$25 will be charged. Tuition is billed at a flat, monthly rate regardless of number of days the center is open in a particular month, student illness, or vacation. Billing is based on 20 days. 22 is the average number of open full time days. Adjustments are not made for this as we, at Rose, need a consistent fee structure to offer quality staff and a first rate environment. **Unscheduled payers** pay after each week before the following week ends. 7 days later if payment has not been made a payment extension fee of \$15 will be applied for late weeks. If clients need to come for more hours than planned, a bill for unscheduled hours will be generated for payment.
8. I/we understand that each family is expected to sign a tuition agreement with Rose Child Care, LLC. Care is provided for a specific number of children. In order to maintain a child's program space, an agreement must be signed and also, paid for each month, regardless of vacations and illnesses. Families are expected to financially fulfill their space agreement for the duration of the child's enrollment with Rose Child Care, LLC.
9. I/we understand that Rose Child Care, LLC has and reserves the right to send past due account information to collections if/when needed.

---

Signature of Guardian

---

Date

# Rose Child Care, LLC

## Discipline Policy

The environment of Rose Child Care, LLC is structured to enable children to make choices concerning activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day.

The children are encouraged to develop language skills that help them to communicate their needs and wants. Language skills are continuously targeted and developed as children are encouraged to use language as a problem-solving tool through out the day.

If a child is experiencing difficulty 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 make appropriate choices, using language to have his/her needs met, he/she is removed from the problem area and given a personal space away from the others. He/she may return to the group or activity when he/she is ready to make a choice and use language appropriately to deal with conflicts.

Guidelines for behavior are clearly explained to the children. Appropriate conflict resolution methods are modeled and continuously encouraged by teachers in order to allow the children opportunities for decision making and self-direction. Rose Child Care, LLC strives to provide an environment that allows children and adults alike to function to their fullest potential in solitary and group activities. The goal of the program is to develop oral communication skills which help build an internal control system, enabling individuals to grow and function in society. Should a child continue aggressive behavior after parent conferences, we encourage the family to look for a setting that would further help the child with his/her needs.

**Corporal punishment is never appropriate and never used.**

---

Signature of Guardian

---

Date

# Photo Release Form

I \_\_\_\_\_

(Parent Name)

give Rose Child Care, LLC permission to use photos that

(Student Name)

might be in when pictures are being taken on center property for parents, students, activities, class projects, parent gifts, portfolios, promotions, child activities and classroom share sites.

(Parent Signature)



[rosechildcarellc.com](http://rosechildcarellc.com)

(850)528-1037

1268 F Timberlane Rd.  
Tallahassee, FL 32312  
NEAR THOMASVILLE RD & I-10



*"Learning through Planning and Play!"*

## Hourly Child Care Rates & a Perfect VPK Score

\*\*\*\*\*

**The final following pages of this Admissions Packet are 2 brochures the State requires all guardians of enrolled Students read and sign for their file at ROSE Child Care, LLC.**

(On-line copies may be hard to read. Hard copies are available.)



# 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 gain benefits in daily age-appropriate activities that help develop essential skills, build independence and build self-respect.

When evaluating the quality of a child care setting, the following indicators should be considered:

### Quality Caregivers

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

### Quality Activities

- ✓ Are children informed and teacher facilitated.
- ✓ Include social interactions 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.



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-969-2873.

For additional information, please visit [www.dhs.fl.gov/childcare](http://www.dhs.fl.gov/childcare) or contact your local licensing office below:

I have received and read this program.

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

Date \_\_\_\_\_

CPPI 1175-34, 10/2007

This program was created by the Department of Children and Families, Child Care Program, Office pursuant to s. 402.312(9), F.S.



**Know  
Your  
Child  
Care  
Facility**



The child care facility is licensed according to the minimum licensure standards included in sections 402.305, Florida Statute (F.S.) and Chapter 62C-22, Florida Administrative Code (F.A.C.).

License Number \_\_\_\_\_

License issued on \_\_\_\_/\_\_\_\_/\_\_\_\_

License Expires on \_\_\_\_/\_\_\_\_/\_\_\_\_

For more information regarding the compliance history of the child care provider, please visit [www.flhca.com/licenses](http://www.flhca.com/licenses)

- ✓ Provide parents with written developmental profiles issued by the facility.
- ✓ Provide access to the facility during normal hours of operation.

### Physical Environment

- ✓ Maintain sufficient unobstructed indoor floor space for playing, working, and napping.
- ✓ Provide space that is open and free of fire and other hazards.
- ✓ Maintain sufficient lighting and maintain temperatures.
- ✓ Equip with age- and developmentally appropriate toys.
- ✓ Provide appropriate bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Provide proper hand washing, sanitizing and diapering stations.

### Training Requirements

- ✓ At least 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 Considered for all facility directors.

### Health-Related Requirements

- ✓ Emergency procedures that include:
  - Posting Florida Alcohol Helpline 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 inaccessible and out of children's reach.

### Food and Nutrition

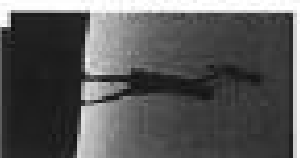
- ✓ Post a meal and snack menu that provides daily nutritional needs of the children if meals are served.

### Record Keeping

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

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

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff, as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility.
- ✓ Participate in special activities, meetings and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child when they are sick.



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

- ✓ Valid license posted for parents to view.
- ✓ All staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr old	1:4
1 yr - 2 1/2	1:6
2 yrs - 3 1/2	1:7
3 yrs - 4 1/2	1:7 1/2
4 yrs - 5 1/2	1:8
5 yrs - 6 1/2 & older	1:12

- ✓ Maintain appropriate transportation vehicles if transportation is provided.

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 breathing fast
- Has pain that looks like
- 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 breathed 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 as to 5 days after getting sick. This time frame could be longer in children and in people who don't fight diseases well (people with weakened immune systems). When sick, your child should stay at home to help 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 afebrile 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.immunizekids.org/>

### 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?

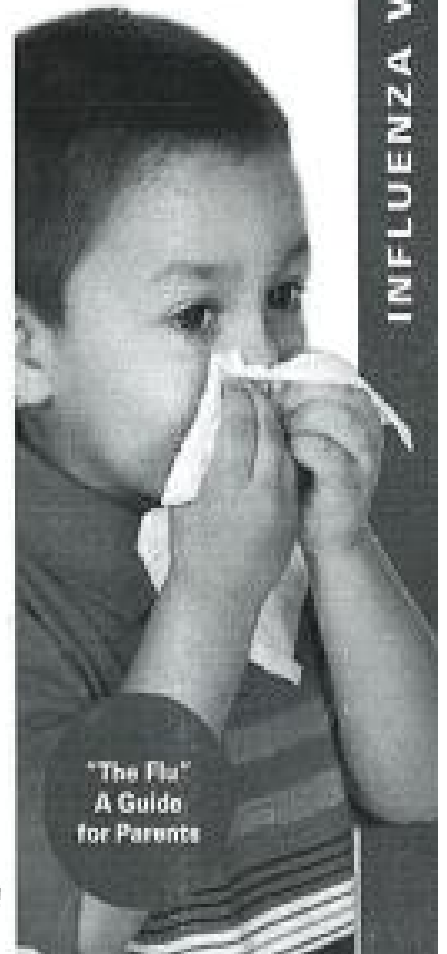
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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.



For additional information, please visit [www.floridacombid.org](http://www.floridacombid.org) or contact your local licensing office below.

DCF# 121-76, June 2008

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



INFLUENZA VIRUS

"The Flu"  
A Guide  
for Parents