



"Admission Checklist"

mrsmichaschildcarellc.com License # CO2LE0096 W - (850) 668-3717 / F - (850) 668-3017 A 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 *Mrs. Micha's 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 *Mrs. Micha's Child Care, LLC* handbook or looked it up at <u>mrsmichaschildcarellc.com</u>.
- 3. _____ The medical information form in this packet from *Mrs. Micha's 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 \$150 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, Discipline, Expulsion, Suspension and Dismissal Policies in this packet have all been signed.
- 8. _____ If needed my child has Shadowed at Mrs. Micha's Child Care, LLC.
- 9. _____ I/We, the Guardian(s), have met and/or toured in Person or Virtually with the management of *Mrs. Micha's Child Care, LLC.*
- 10. _____ I/We, the Guardian(s), understand Smoking/Vaping, Use or Possession of Illegal Substances and/or Drinking Alcohol are Prohibited on the *MMCC* Child Care Grounds.

How did you hear about us?_____



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Mrs. Micha's Child Care, LLC. Application for Admission

_(Last) Childs full name	(First)	(Middle)	(Circle - SEX
Start Date	Age at Ei	nrollment	Date of Birth
Guardian 1		Guardian 2	
(street)		(street)	
(city, state, zip) Guardian 1 address		(city, state, zip) Guardian 2 addres	35
Guardian 1 SSN		Guardian 2 SSN	
Guardian 1 cell phone		Guardian 2 cell ph	one
Guardian 1 work phone		Guardian 2 work p	hone
Guardian 1 home phone		Guardian 2 home p	bhone
Guardian 1 email		Guardian 2 email	
Child Lives With:			

Signature of Guardian



Mrs.	Micha's	Child	Care,	LLC



Pick Up Permission Form

The following persons are given permission to pick up my child from Mrs. Micha's 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: <u>Adults "18" years old and older and on this list are allowed to pick up a</u> <u>child from Mrs. Micha's Child Care, LLC and must show his/her photo identification</u> <u>card at pick up. Should a special situation arise the parent/guardian must give</u> <u>written authorization allowing someone who is not on this list to pick up his/her child.</u> <u>For example, an E-mail stating changes/additions.</u>

I/We, the parents of <u>(Child)</u>, allow the above listed individuals to pick up my/our child from the care of *Mrs*. *Micha's Child Care*, *LLC* and the care of the *Mrs*. *Micha's Child Care*, *LLC* staff on any given day that *Mrs*. *Micha's 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 photo identification will be mandatory at the time of pick up and my/our child will remain in the care of *Mrs*. *Micha's Child Care*, *LLC* and the *Mrs*. *Micha's Child Care*, *LLC* staff until the proper photo identification is presented by the authorized individual. *I/We are aware that DCF & MMCC Administration and Staff will have access to my/our child's records.



Nrs.	Micha's	Child	Care,	LLC
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Medical Information

*Please let us know if your child has any health concerns or needs that will 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.

*I/We hereby grant permission for Administration and Staff of Mrs. Micha's Child Care, LLC. to contact the following medical personnel to obtain emergency medical care if warranted.

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
	d out and individual children are considered. Please child is not allowed to eat for reference when
Allergy/Unallowable food item	Allergy/Unallowable food item
Allergy/Unallowable food item	Allergy/Unallowable food item
Allergy/Unallowable food item	Allergy/Unallowable food item
Allergy/Unallowable food item	Allergy/Unallowable food item
2	, understand that the accurate. If any of the above information by the Operator at <i>Mrs. Micha's Child Care, LLC</i> .





Rate Sheet

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

Hours	Full Time 7am-6pm, M-F	Part Time Pre-set Monthly Fee
Infant Program O months-11 months	\$1,275 a mth	\$12 an hr
Wobbler Program 12 months-23 months	\$1,200 a mth	\$12 an hr
Toddler Program 24 months-35 months	\$1175 a mth	\$12 an hr
Prekindergarten Program 36 months and Up	\$1150 a mth	\$12 an hr
VPK Wrap around fee (9mth school yr before Kindergarten)	\$900 a mth	\$12 an hr
Grade School / Summer Care	\$1100 a mth	\$12 an hr

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

Child's Name

PART-TIME SCHEDULE:

Monday	Tuesday	Wednesday	Thursday	Friday
In:	In:	In:	In:	In:
Out:	Out:	Out:	Out:	Out:

For scheduling purposes In and Out times must start and end at the TOP Of The HOUR. *Sibling Discounts: 25% Off 2nd child, 15% Off 3rd child, 10% off for 4th child.* *Military Discount – with an active ID card – 10% off.* (Discounts can Not be combined with any special offers, Discounts or State Assistance.)

Signature of Guardian



Mrs. Micha's 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 <u>non-</u> <u>refundable admission fee of \$100.00</u> as soon as we wish to hold their spot.
- 2. I/we understand that this agreement is reserving a space for my/our child and it 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 an <u>annual materials fee of \$150</u>, will be charged each year that my/our 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. **Parents/Guardians are Responsible for Supplying Diapers and Food Items Daily*.
- 4. I/we understand that the immunization from and medical examination form must be filled out by my/our child's physician, signed by a Parent and submitted to Mrs. Micha's Child Care, LLC with-in "30 days" of the start date. I/we Understand that there may be times that a child may attend that has Not been Fully Vaccinated.
- 5. I/we understand the medical sheet must be completed and signed by the Guardian.
- 6. I/we understand that tuition is due in a timely manner whether we are monthly payers or unscheduled payers. <u>Monthly payers' tuition is due in advance by the 25th of the previous month.</u> For example, August tuition is due by July 25th. Tuition is late if it is received after monthly services have begun. In this event a payment extension fee of \$40 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 MMCC, need a consistent fee structure to offer quality staff and a first-rate environment. <u>Unscheduled payers</u> pay after each week before the following week ends. 7 days later if payment has not been made a payment extension fee of \$30 will be applied for late weeks. If clients need to come for more hours than scheduled, a bill for the unscheduled hours will be generated for payment. <u>Late Pickup Fee</u> the Center Opens at 7:00 am and Closes at 6:00 pm. I/We understand that there will be a \$30 Late Fee Assessed, Per Child Per Day, if there is a pick up After 6:00 pm.
- 7. I/we understand that each family is expected to sign a tuition agreement with *Mrs. Micha's Child Care, LLC. I/we understand that 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 *Mrs. Micha's Child Care, LLC*.
- 8. I/we understand that if I/we should decide to withdraw my/our child from Mrs. Micha's Child Care, LLC, or reduce my/our child's hours at Mrs. Micha's 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 the schedule change.
 *Guardians are responsible for full tuition for 30 days after a withdraw notice is given. Mrs. Micha's Child Care, LLC does not require annual contracts, However, instead we use this standard business practice to maintain a healthy budget.
- 9. I/we understand that *Mrs. Micha's Child Care, LLC*. has and reserves the right to send past due account information to collections if/when needed.



Mrs. Micha's Child Care, LLC.



Discipline Policy

The environment of *Mrs. Micha's Child Care, LLC* is structured to enable children to make good choices concerning activities & materials. This ability to choose and plan gives the child power & independence and helps to prevent 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 throughout 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, refrain from biting or using language to have his/her needs met, he/she will be 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 positive choice and use language appropriately to process and 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. *Mrs. Micha's 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 to build on an internal control system, enabling individuals to grow and function successfully in society. Should a child continue aggressive behavior or excessive Biting after parent conferences, we may encourage the family to look for a setting that would further help the child with his/her needs.

*Children will not be denied active play as a consequence to misbehavior. *Children will not be subjected to discipline, which is severe, humiliating or frightening.

- *Discipline shall not be associated with food, rest or toileting.
- *Spanking or any other form of physical punishment is prohibited.
- *Corporal punishment is never appropriate and never used.



Expulsion, Suspension & Dismissal Policies

*Our program is committed to providing a safe, nurturing environment to enrich the learning and growth of the children in our care. We strive to ensure all of our students are set up for success regardless of their need, development or cultural background. In order to provide a safe and professional environment for all, here is our policy page regarding expulsion, suspension and dismissal.

*Every effort will be made to prevent the expulsion or dismissal of children from the program. However, Mrs. Micha's Child Care, LLC. Reserves the right to cancel the enrollment of a child for any of the following reasons, not limited to, but including:

- Non-payment or excessive late payment of fees/tuition.
- Failure to adhere to policies and procedures as outlined in the program's family handbook
- The child has needs which we cannot adequately meet with our current staffing patterns
- The child's behavior threatens the health and safety of him/herself, the other children or program staff.
- The parent/guardian exhibits behavior which is detrimental to the health, safety and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom and/or program. This includes but is not limited to: vulgarity, intimidation, harassment, or violation of child care licensing regulations.

<u>Expulsion</u> - Terminating the enrollment of a child or family of Mrs. Micha's Child Care, LLC. due to challenging behavior(s), Biting or health condition(s).

<u>Suspension</u> - Reductions in the amount of time a child may attend Mrs. Micha's Child Care, LLC. (ex: asking the child to be picked up immediately or asking a child to not return for a specific period.)

<u>Dismissal</u> - Removal of a child from MMCC due to factors other than the child's behavior. Some parental actions may cause a child's dismissal. Reasons for dismissal (not related to the child's behavior or actions) include:

- Documented habitual disregard for drop off and pick up times;
- Documented habitual disregard for sick child policies;
- Documented abuse behavior toward staff or other persons;
- Documented pattern of chronic absences without documentation of illness or any special circumstances.
- Excessive Biting or Aggressive Behavior towards Self and/or Others.
- Failure to comply with medical and immunization requirements.
- Documented habitual nonpayment of fees.

Available Provider Resources:

- * Warm line / Inclusion Specialists
- * LCS Leon County Schools
- * Early Steps
- * Child Find
- * Specialized Care Team
- * Early Learning Coalition of the Big Bend
- * Current Service Provider (therapists, counselors, infant/toddler specialists already working with the family)
- * Mental Health Consultants
- * TATS (DOE Technical Assistance & Training System Ages 3-5)
- * DCF Department of Children and Families





MMCC - Photo Release Form

I

(Parent Name)

give Mrs. Micha's Child Care, LLC permission to use photos/videos that

(Student Name)

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



(Parent Signature)





mrsmichaschildcarellc.com

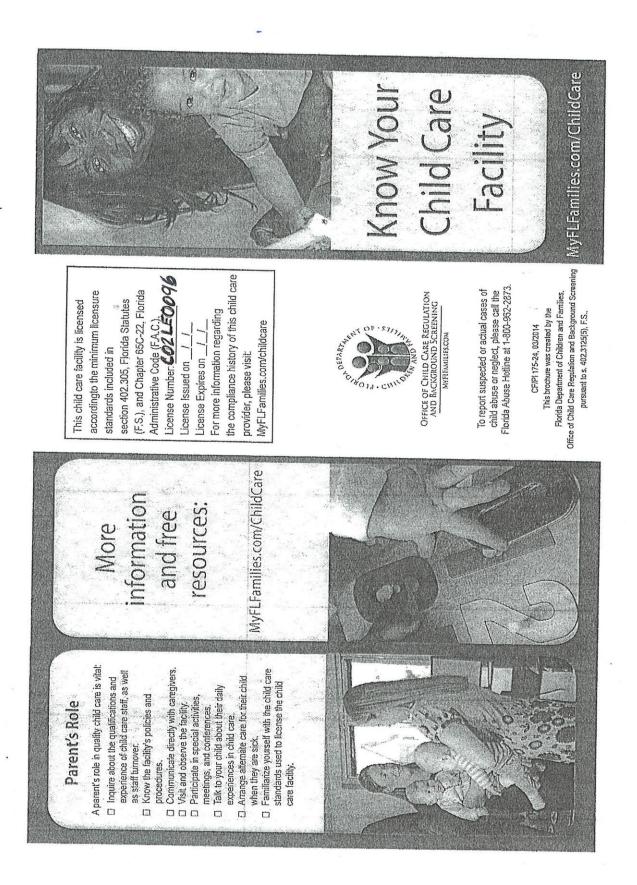
Work: (850) 668-3717 Fax: (850) 668-3017 1268 F Timberlane Rd. Tallahassee, FL. 32312 NEAR THOMASVILLE RD & I-10



"Learning through Planning and Play!"

Hourly Child Care Rates & a Great 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 Mrs. Micha's Child Care, LLC. (On-line copies may be hard to read. Hard copies are available.)



5.

Signature of Guardian

General Requirements

- 65C-22, F.A.C., which include, but are not limited the minimum state child care licensing standar Every licensed child care facility must meet pursuant to s. 402.305, F.S., and ch. to, the following:
- Maintain appropriate transportation vehicles Valid license posled for parents to see.
 All staff appropriately screened.
 Maintain appropriate transportation vehi
- Provide parents with written disciplinary practices (if transportation is provided).
- Provide access to the facility during normal hours used by the facility.
 - Maintain minimum staff-to-child ratios: of operation.

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	111
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 numbe along with other emergency num
- Staff trained in first aid and InfanUChil CPR on the premises at all times Fully stocked first aid kit.
 - documented monthly fire drills with A working fire extinguisher and
- Medication and hazardous materials are inaccessible and out of children's reach. children and staff.

Maintain sufficient usable indoor floor space Provide space that is clean and free of litter Provide appropriate bathroom facilities and Director Credential for all facility directors Children's health examimmunization Parental permission for field trips and early literacy and language developmen Equipped with age and developmentally vides daily nutritional needs of the chil-Practice proper hand washing, toileting, Post a meal and snack menu that pro-Maintain accurate records that include: Provide isolation area for children who training or 5 clock hours of training in Maintain sufficient lighting and inside for playing, working, and napping. administration of medications. dren (if meals are provided). Accidents and incidents. Enrollment information Medication records. and diapering activities. Personnel records. Daily attendance. Physical Environment and other hazards. Food and Nutrition other furnishings. appropriate toys. **Record Keeping** temperatures. record. become ill. 0 . 🗆

Quality Child Care

40-hour introductory child care training.
 10-hour in-service training annually.
 0.5 continuing education unit of approvements.

Training Requirements

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

Quality Activities

- Are expressive including play, painting, drawii Are children initiated and teacher facilitated. Include social interchanges with all children. 00
- story telling, music, dancing, and other varied activities.
- Include exercise and coordination development. 000
 - Include free play and organized activities. Include opportunities for all children to read,
- be creative, explore, and problem-solve.
- anno la

- Quality Caregivers
- Are friendly and eager to care for children.
 Accept family cultural and ethnic differences.
 Are warm, understanding, encouraging, and
- Use a pleasant tone of voice and freqently hold responsive to each child's individual needs
- cuddle, and talk to the children.
- 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 education
- Demonstrate knowledge of social and emotions activities.
 - 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 childran's activities and creations.
 Provide a safe and secure environment that tosters
- Provide a safe and secure environment that fosters
- the growing independence of all children

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

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



What should I do if my child gets sick?

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

DOCTOR RIGHT AWAY IF YOUR CHILD: CALL OR TAKE YOUR CHILD TO A 調整に 1 And se

- 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)
 - · Has other conditions (like heart or lung Gets better but then worse again
- disease, diabetes) that get worse

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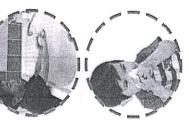
How can I protect my child from the flu?

winter (children receiving a vaccine for the first A flu vaccine is the best way to protect against recommended. The CDC recommends that all 19th birthday receive a flu vaccine every fall or children from the ages of 6 months up to their time require two doses). You also can protect your child by receiving a flu vaccine yourself. to year, annual vaccination against the flu is the flu. Because the flu virus changes year

What can I do to prevent the spread of germs?

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

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



stay home from child care? When should my child

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

The second For additional helpful information about the dangers of the flu and how to protect の時間の your child, visit: http://www.cdc.gov/flu/ or http://www.immunizeflorida.org/ The second s Contraction of the local division of the loc No. of Lot, No. E STATE のないの ALC: NO and the second and and a Constant of the Real Property lies The second second COLUMN TO A STATES OF and the second and the second No. of Contraction Contraction of the local distribution of the 100 New York

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...





For additional information, please visit www.myfifamilies.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.

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





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.



www.myflfamilies.com/childcare



Developed by:

The Office of Child Care Regulation

CF/PI 175-12, May 2019



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





hasn't arrived as scheduled.

<u>Permission for Food-related Activities &</u> <u>Special Occasion food consumption</u>

Pursuant to 65C-22.005(1)(c)2., F.A.C., licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations, and birthdays.

I_____ (Parent or Guardian)

give/decline permission for my child (circle one)

(Child's Name)

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

Please provide the following information:

<u>My child DOES NOT have a food allergy or dietary restriction.</u> He or she may participate in activities.

____My child DOES NOT have a food allergy or dietary restriction. He or she <u>may not</u> 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 the following items (please list below):

<u>My child DOES have a food allergy or dietary restriction. He or she may not</u> participate in activities

I understand that it 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 the term of my child's enrollment.

(Parent or Guardian)

(Date)

November 2013





*MMCC accepts: Cash, Check, Money Orders, ProCare Debit, Credit Cards (for Enrolled Families) & PayPal Payment Options!

MMCC PayPal QR Code:



There is a 2.9% + \$0.30 Fee Assessed with All Credit Card, ProCare & PayPal Transactions Completed.

~If you choose these Payment Options, it is your responsibility to cover the cost of these fees, so please factor these Fees into your final Payment Amount. (These Fees are Not always calculated in advance by the agency.)

~Please List your <u>Child's First and Last Name in the Notes section</u> of your Payment so Your account will be Identified and Credited Correctly.

*By Signing this Form, I agree with the ProCare Credit Card & PayPal Processing Fees, Terms and Conditions when choosing these payment options. *

Signature of Guardian/Date