



ST CLARE
EARLY LEARNING CENTER
The Diocese of St Augustine

REGISTRATION FORM

Student Name: _____

Address: _____

DOB: _____ Sex: _____ Start Date: _____

Class: _____ Full/Part Time? _____

Mother's Name: _____

Place of Employment: _____

Occupation: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Father's Name: _____

Place of Employment: _____

Occupation: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Custody: Mother Father Both Other _____

Child Resides With (check all that apply): Mother Father Both Other

Physicians Name: _____

Phone: _____ Allergies: _____

Religious Background: _____

Additional information pertaining to child's care (i.e. habits, potty training)

Parent/Guardian Signature: _____ Date: _____



EMERGENCY CONTACT &
PICK-UP LIST

We wanted to ensure you had as many spaces needed for emergency contacts, you are not required to fill out every space.

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____



Parent Agreement

I am the parent or legal guardian of _____. In order to record my understanding of my rights and responsibilities as a parent, guardian, or custodian of the above named child, who is enrolled with St. Clare Early Learning Center, I agree to abide by the requirements, written below and all policies set forth in the Parent Handbook. Section 4002.3125(5), F.S., requires that parents receive a copy of the Child Care Facility brochure, "Know Your Child Care Facility". Section 65C-22.006(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility. In return for this promise of continual fulfillment of all policies, St. Clare Early Learning Center agrees to provide care for the above-named child which meets the standards and guidelines as set forth below and in the Family Handbook.

- The fee as set forth herein will be in effect until a new agreement is signed by me. This fee for each child will be paid in advance; I understand that care will not be provided without this advance payment.
- I understand that an annual registration fee of \$150.00 is required at the time of registration each year.
- Tuition payments will be made by cash, check, or money order. Receipts will be given for payments if requested. I understand that I have the right to choose to make monthly payments or weekly payments. I also understand that once a payment method is established it cannot be changed until a new payment method is established and a new agreement is signed.

Please select one of the following payment options:

MONTHLY PAYMENT PLAN - Monthly payments must be made no later than the 5th of every month. A \$25.00 late fee will be assessed for accounts not paid on or before the 5th of every month and will be charged an additional \$10.00 fee each week until paid in full.

WEEKLY PAYMENT PLAN - Weekly payments are due on Monday. Any payment not received by close of business on Tuesday will incur a \$15.00 late fee.

VPK/HALF DAY BEFORE CARE & LAST MINUTE LUNCH BUNCH - This option should be selected by all students that are currently using a VPK Voucher to attend St. Clare Early Learning Center or are enrolled in our half day program in the possibility of their child needing these services. These services require a 24-hour notice and proper payment to ensure we remain in compliance with licensing. Inability to give 24-hour notice will result in your child possibly being unable to stay for extra care.

- I understand that if my child is not picked up at time of dismissal, a \$15.00 late fee will be added to my account.
- I understand there is a returned check fee of \$40.00.
- I understand that two weeks advance, written notice to the Director is required when withdrawing a child from St. Clare Early Learning Center. If two weeks' notice is not given, I will pay 2 weeks worth of current tuition rate from the time the child is withdrawn.
- Children must arrive in the classrooms by 9:00 A.M. each day unless they have a doctor/dentist note stating there was an appointment. I understand that if my child arrives later than 9:00 A.M. without an excusable note, my child may not be able to attend school that day.

I understand all the information previously stated and agree to these terms.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date Signed



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Child Photography Release

Without compensation, I hereby grant permission to the Catholic Diocese of Saint Augustine to use and reproduce photographs and/or video taken of my child. These photographs may be used for news and editorial purposes in publications and other electronic reproductions (websites and video) and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists and the publications or media outlets they represent, as well as, the parish/church and/or school involved, the Bishop of the Diocese St. Augustine, a corporation sole, the Catholic Diocese of Saint Augustine and all of their employees and agents, from all claims and liability relating to said photographs.

Approve

Deny

Parent Signature: _____ Date: _____

Food Activities Release

My child has permission to consume food items brought into the classroom that are from outside sources. This would include snack items, pizza parties, birthday parties, Christmas parties, etc...

Approve

Deny

Parent Signature: _____ Date: _____



ST CLARE
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Parent Handbook Acknowledgment Form

This is to certify that I have read and understood the St. Clare Early Learning Center Parent Handbook located electronically on our website at www.stclareelc.org and that I agree with all terms and conditions and agree to abide by the policies within:

Parent of: _____

(Please print child's name)

Parent Signature: _____ Date: _____



ST CLARE
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Screening Policy

Screening is a process to determine if a child has any developmental concerns that may require further attention and follow-up. Screening can include vision, speech/hearing, nutrition, dental, and overall development. We partner with other agencies in the community who will provide opportunities for some of the above screenings to be conducted at our center. Your consent will be obtained prior to the administration of those screenings. Assessment is the process to monitor growth and development on an ongoing basis. Screening and assessment are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child prepares to enter Kindergarten at the age of five.

Among the screenings and assessments conducted at our center are: the Alphabet Letter Recognition Inventory (ALRI), portfolio assessments in the preschool classrooms, Teaching Strategies Gold, and the Ages and Stages Questionnaire (ASQ) for ages four months through five years. At least once a year, our center administers the ASQ screening. This tool assesses a child's overall development in the areas of communication, gross motor, fine motor, problem-solving, and personal social skills. Our staff have been trained on how to administer this screening. The questions on the ASQ may be answered based on teacher observation, one-on-one activities conducted with the child or by parent/guardian input. Upon completion of the questionnaire, we will share with you the results and may provide supplemental learning activities or follow-up recommendations.

*** I give consent for my child to participate in screenings administered at the center. I understand that the information gathered from the screening will be used to help my child with his/her developmental growth and success. My child's results and findings are confidential and will only be shared with my permission.

Parent Signature: _____

Date: _____

**THE FOLLOWING
DOCUMENTS ARE
FOR VPK
ENROLLMENT
ONLY**



ST CLARE
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VPK ATTENDANCE & TARDINESS POLICY

St. Clare Early Learning Center will be operating Voluntary Pre-Kindergarten (VPK) for 3 hours per day, 5 days per week and 180 days. All enrolled families will receive a calendar showing the scheduled days off during the operation period of August 11, 2020 through May 25, 2021.

Attendance during the scheduled instructional days is of utmost importance to remain in the VPK program. Not only is funding linked to attendance, but also the child's success upon entering Kindergarten the following year. You will be required to sign and comply with the following policy on attendance and tardiness to remain in the VPK program.

TARDINESS: Arrival for the VPK program is between 8:45 a.m. - 9:00 a.m. VPK arrivals should be signed in at the classroom. The instructional day begins at 9:00 a.m. and all children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and will be cause for dismissal from the VPK program.

LATE PICK UP: The VPK program ends promptly at 12:00 p.m. daily. A late fee of \$5.00 will be assessed to your account if your child is not picked up by 12:10 p.m. An additional late fee of \$15.00 will be assessed for every additional 15 minutes the child is in attendance. Late pick up in excess of three (3) is unacceptable and will be cause for dismissal from the VPK program.

ABSENCE: Daily attendance in the VPK program is necessary for optimal learning, however, you will be allowed three (3) absences per month. Any absences beyond those require a written note from the parent of for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest
- Physician/dental appointment
- Infectious disease or parasitic infection
- Funeral/memorial service or bereavement upon death of a child's family member
- Compliance with court order (e.g. visitation, subpoena)
- Special education or related services for child's disability
- Observance of a religious holiday or service
- Family vacation, not to exceed 5 excused absences per program years

PLEASE NOTE: A child may not miss more than 26 days per year for illness

VERIFYING YOUR CHILD'S ATTENDANCE AND ABSENCES: The office staff will ask you to stop by the office at the end of each month. You will be given a form to review and confirm your child's recorded attendance for the month. Your signature on this form will not only verify attendance, but will also direct North Florida Early Learning Coalition/Episcopal Children's Services to send direct payment for the month's VPK program for your child to our school, and that you continue to choose St. Clare Early learning Center to provide your child's VPK program for the upcoming month.

To participate in the VPK program at St. Clare Early Learning Center, I agree to comply with the terms of the Absence and Tardiness Policy. My signature below is acknowledgement of my review and acceptance of the terms of the policy.

Child's Name, printed

Parent's Name, printed

Parent's Signature

Date Signed