

Medical Release Form
Early Childhood Center
First United Methodist Church of Oviedo
2021 - 2022 School Year

Child's Name _____

I hereby grant permission for ECC Preschool staff to take whatever action necessary to obtain emergency medical care for my child.

If warranted these steps may include but are not limited to the following:

- **Contact parent(s) or guardian.
- **Contact persons listed on the emergency information below
- **Call 911 for emergency treatment

Should it be deemed necessary by the EMT's that your child be taken by ambulance to a hospital for emergency treatment, he/she will be accompanied by a member of the ECC staff.

All expenses for emergency/medical treatment will be the responsibility of the child's family or legal guardian.

The Early Childhood Center/First United Methodist Church of Oviedo will not be responsible for anything that may happen as a result of false or missing medical/personal information given by the child's parent or guardian at the time of enrollment.

Emergency Contacts: Persons to contact in the event we cannot reach the child's parents/guardians:

<u>Name</u>	<u>Phone</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Child's allergies, medical conditions, and/or medications currently taking:

Physician's Name: _____

Physician's Phone # _____

Date: _____ Parent/Guardian Signature _____

Contact Sheet

Start Date _____

Early Childhood Center
First United Methodist Church of Oviedo
2021 – 2022 School Year

Child's Name _____

Date of Birth _____

Address _____

Home Phone _____

Contact Email _____

Parent/Legal Guardian #1 _____

Cell Phone _____

Workplace _____

Work Phone _____

Parent/Legal Guardian #2 _____

Cell Phone _____

Workplace _____

Work Phone _____

The following people have permission to remove my child from the Early Childhood Center:

<u>Name</u>	<u>Phone #'s</u>	<u>Relationship</u>
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Special Instructions

**EARLY CHILDHOOD CENTER
FEE PAYMENT AGREEMENT
2021 - 2022**

I UNDERSTAND AND AGREE TO THE FOLLOWING:

MONTHLY TUITION FEE:

Yearly tuition is divided into **ten equal payments August through May**. Parents may pay by check, cash, bank draft check or online payment (surcharges apply) and may pay more than one month at a time.

*Tuition is due on the first of each month and is considered late after the 10th.

*The first time the tuition payment is late parents will receive a notice with no late fee assessed.

*Every month thereafter, when tuition is paid after the 10th, a late fee of \$10.00 will be assessed.

***If for any reason you are unable to pay your child's tuition in a timely manner, you should contact the director to discuss available options.**

Because tuition is based on actual monthly operating expenses the full monthly tuition amount is to be paid, even if your child is absent or school is closed for holidays or other reasons.

Parents of children in VPK who have chosen the full year program will be responsible for paying a nominal monthly fee for time over what the state reimburses. The same policy applies to this fee that applies to the monthly tuition payments.

FEE FOR LATE PICK-UP:

Children are to be picked up promptly at dismissal time. Late fees are assessed as follows:

**1st late pick-up: No charge – a note will be given to the parent

All others: a late fee of **\$5.00 for every 5 minutes or portion of 5 minutes that a parent is late will be assessed.

**Late pick-up is after 1:10 pm for all classes.

**Late pick-up is after 2:35 pm for extended day and Kindergarten

Parents can pay the late fee directly to the staff person who stayed late with the child or pay it in the ECC office.

RETURNED CHECKS:

There will be a \$10 fee to cover processing of all returned checks.

TAKE SPECIAL NOTE OF THIS PARAGRAPH:

****If for ANY reason you would withdraw your child from ECC, parents should notify the director at least 30 days in advance. Tuition will be due in full for the following month if less than 30 days notice is given. There will be no refund of the registration/materials fee.**

I have read and understand the Payment Agreement, and agree to the terms stated within it for the duration of my child's enrollment in the Early Childhood Center for the 2021-2022 school year.

I agree to pay all fees promptly including fees for late pick-up and returned checks.

Parent Signature

Date

Child's Name (please print)

EARLY CHILDHOOD CENTER
First United Methodist Church of Oviedo
Photo Release Form
2021 – 2022 School Year

Child's Name

Teacher's Name and Class

During the year our photographers, Bill and Gail Rowley of BGG, Inc. will be taking the following photos of the children enrolled in ECC:

Individual School Pictures – taken in the fall

Individual Black & White Portraits – taken in early spring

Class Pictures – taken in late spring

Other Miscellaneous Photos Taken

During the year the director and teachers will take snapshots of the children in the classroom, on the playground, on field trips, and at other special events (Family Fun Nights & holiday celebrations).

The photos may be used for:

- *classroom books and posters and for the “Me Books” that parents will receive at the end of the year
- *ECC website (www.fumcoecc.com) to show some of the activities at the preschool
- *displays on church bulletin boards showing children’s activities here at the church
- *the ECC Facebook page
- *private, classroom only, apps or websites

Please sign below for each choice for which you give your permission.

*I give permission for my child to be photographed by BGG, Inc. during the school year.

Parent's Signature

*I give permission for ECC staff to photograph my child for use in the classroom, Me Books, and within the preschool.

Parent Signature

*I give permission for my child’s photographs to be posted to a private, classroom only, app or website

Parent Signature

*I give permission for my child’s picture to be used on the ECC website and the ECC Facebook page showing them participating in preschool activities.

Parent Signature

**EARLY CHILDHOOD CENTER
CHILD AND FAMILY INFORMATION SHEET 2021 - 2022**

BASIC INFORMATION

Child's Full Name _____
First Middle Last Name Child Goes By

Date of Birth _____

Child lives with: _____
Both Parents Mother Father Other

Names and Ages of Siblings: _____

Family Pets (Types & Names) _____

Activities your family enjoys: _____

Parent's occupation _____ Parent's occupation _____

List interests or hobbies that would be of interest to preschoolers which you would be willing to share with your child's class: _____

MEDICAL INFORMATION

Allergies (food, plant, insect, medicine, etc.) _____

EpiPen? _____ **If yes, you must see the director prior to the first day of attendance**

Medications taken on a regular basis: _____
Name Reason

Name Reason

Does your child have frequent _____
colds coughs ear infections sore throats fevers

vomiting diarrhea other

List any serious illnesses, medical conditions, surgeries or hospital stays and an explanation:

Areas of concern: _____
speech language hearing vision

Explain: _____

Completely Potty Trained? _____ if no, explain _____

(Children going into a 3 or 4 year old class must be completely potty trained)

Will they tell an adult when they need to use the bathroom? _____

Issues or concerns with bathroom functions? _____

Can your child eat a variety of foods? _____ If not, explain _____

If your child has fears, please list them _____

Discipline concerns, habits, etc. that your child's teacher should know about? (Ex: biting, thumb sucking, recent emotional trauma) _____

If you are new to ECC, has your child previously attended a: _____
Mom's day out Sunday School

_____ - _____
Preschool/daycare Name of Program None

What are your expectations for your child's experience at ECC? _____

Comments: _____

Unacceptable Behavior/Enrollment Termination Policy
Early Childhood Center
2021 - 2022

Many behaviors and/or struggles children may experience are viewed as necessary phases of a child's development as they learn what acceptable and unacceptable behavior is and develop their social skills. Children display and will occasionally be exposed to aggressive behavior. The staff uses various techniques to limit and correct such behavior. However, parents must understand that with children in group settings the exposure to aggressive behavior is greater than at home.

If a child is having more difficulty than usual with discipline in the classroom, the behaviors will be discussed with the parents. Since the children are only in the preschool a few hours a day, support from parents of our discipline at school and with the child's behavior at home is expected.

All aggressive and negative behaviors (may include, but are not limited to biting, hitting, spitting, throwing objects, screaming, etc.) that are disruptive to the classroom environment or harmful to other children, teachers, or to the child him/herself will be documented and signed by the parents. Situations that continue to include such behaviors will be evaluated by the director in considering the safety and well being of all children.

We will make every effort to work with the parents of children having difficulties. Children displaying continuous harmful, disruptive, and/or destructive behavior which is determined to be upsetting to the physical or emotional well being of other children or adults may require the following actions:

1. First Consultation: The teacher will make the parent aware of the negative behavior in writing, informing the parent of actions taken in the classroom to encourage desired behavior. Follow up at home by the parents is expected.
2. Second Consultation: If the initial plan for helping the child fails, the parents will meet with the teacher and director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss possible consequences if progress is not apparent. At this point we may suggest resources outside the Early Childhood Center, in an attempt to gain insight into the concerns. This will be put in writing.
3. Enrollment Termination: When the previous plans have been followed and there has been no substantial and consistent progress in the behavior, and the director feels that the Early Childhood Center cannot meet the child's need for guidance; the parents will be asked to withdraw the child from the program.

**The Early Childhood Center may immediately terminate enrollment of a child whose behavior creates significant risk or harm to the health and safety of staff or other children without following the procedure outlined above.

I have read and understand the Unacceptable Behavior/ Enrollment Termination Policy.

Child's Name _____

Parent's Name _____

Date _____

EARLY CHILDHOOD CENTER
First United Methodist Church of Oviedo
2021–2022 School Year

I give permission for my child to partake of store bought food brought in by teachers and/or parents for classroom activities, special Birthday treats, and holiday parties.

Child's Name

Parent's Signature

I have received a copy of each of the following items:

- *ECC Parent Handbook containing the Discipline Policy
- *DCF Influenza Virus brochure
- *DCF Know Your Child Care Facility brochure – for new children only
- *Distracted Driver Flyer

CHILD'S NAME

PARENT'S SIGNATURE

DATE

I give my permission for ECC staff to have access to my child's records.

Parent's Signature