



Rose Child Care, LLC - Admission Checklist

rosechildcarellc.com

License # C02LE0340

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 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 .
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, Picture & Video Surveillance Sheet, Discipline, Expulsion, Suspension and Dismissal Policies 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 and/or toured in Person or Virtually with the management of Rose 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 Child Care Grounds.

Signature of Guardian

Date



How did you hear about us? _____

Rose Child Care, LLC
Application for Admission

Childs full name

Start 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



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 any Allergies and/or items that your child is not allowed to eat for reference when planning cooking activities:

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

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
Infant Program 0 months-11 months	\$1,175 a mth	\$11 an hr
Wobbler Program 12 months-23 months	\$1,100 a mth	\$11 an hr
Toddler Program 24 months-35 months	\$1075 a mth	\$11 an hr
Prekindergarten Program 36 months and Up	\$1050 a mth	\$11 an hr
VPK Wrap around fee (9mth school yr before Kindergarten)	\$800 a mth	\$11 an hr
Grade School / Summer Care	\$1000 a mth	\$11 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.

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 an 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 the Photo Release and Video Surveillance sheet must be completed and signed by the Guardian.
8. 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 25th of the previous month. 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 **\$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. Late Pickup Fee the Center Opens at 7:00 am and Closes at 6:00 pm. I/We understand that there will be a **\$25 Late Fee** Assessed, Per Child - Per Day, if there is a pick up After 6:00 pm.
9. 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.
10. 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 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, refrain from using aggressive behaviors or using language to have his/her needs met, he/she will be removed from the problem area and will be given a personal space away from 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 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 or excessive Biting 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



Rose Child Care, LLC



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, Rose 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.

Expulsion - Terminating the enrollment of a child or family of Rose Child Care, LLC. due to challenging behavior(s), Biting or health condition(s).

Suspension - Reductions in the amount of time a child may attend Rose Child Care, LLC. (ex: asking the child to be picked up immediately or asking a child to not return for a specific period.)

Dismissal - Removal of a child from RCC 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
- * 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

Signature of Guardian

Date

Photo and Video Surveillance Release Form

I _____

(Parent Name)

give Rose Child Care, LLC permission to use photos or review surveillance video 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, camera surveillance, child activities and/or classroom share sites.

_____ (Parent Signature)



rosechildcarellc.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 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.)

Signature of Guardian

Date

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.

More information and free resources:

MyFLFamilies.com/ChildCare




This child care facility is licensed according to 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: CO2LEO340
 License Issued on 1/1/11
 License Expires on 1/1/11
 For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



OFFICE OF CHILD CARE REGULATION
 AND BACKGROUND SCREENING
MYFLFAMILIES.COM

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CFPI 175-24, 03/2014
 This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

Signature of Guardian

Date

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 inaccessible and out of children's reach.

- Training Requirements**
 - 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.

Food and Nutrition

- 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 examination/immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - 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 temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

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 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 exercise and coordination development.
- 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.



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 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

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 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 been sign and symptom free for a period of 24 hours.

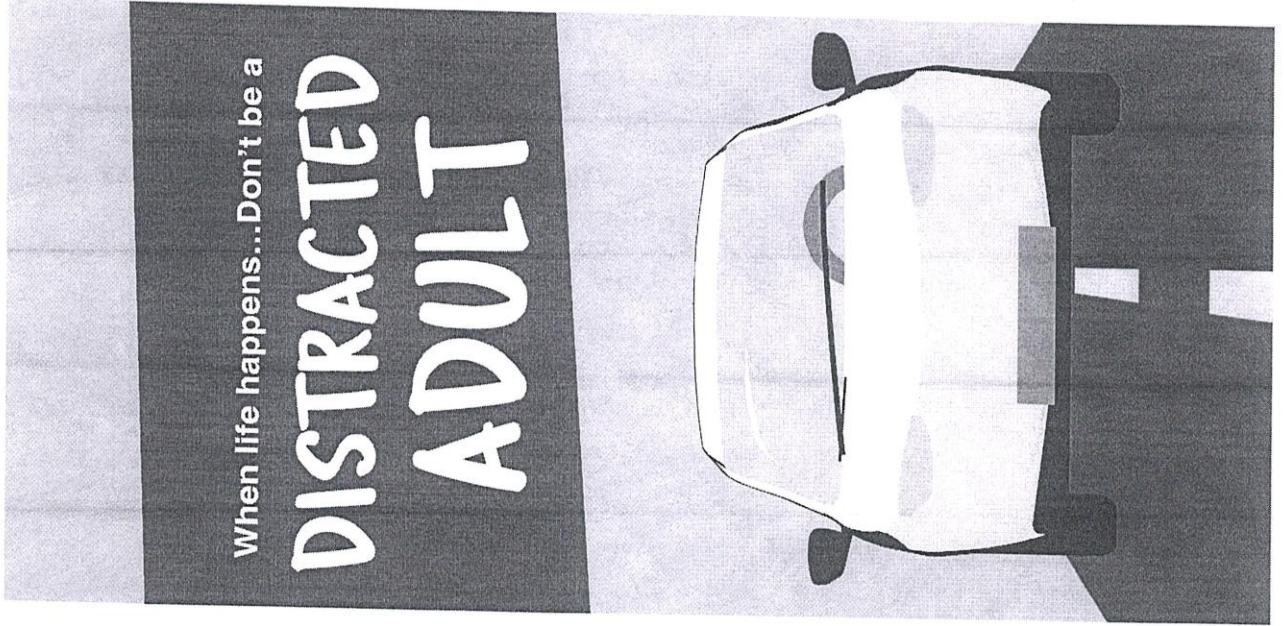
How can I protect my child from the flu?

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.



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/>

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...



When life happens... Don't be a

**DISTRACTED
ADULT**



Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare
CF/PI 175-12, May 2018



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.



PREVENTION TIPS:

- 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 emotional stress or chaos.
- 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.

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.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian: _____

Child's Name: _____

Date: _____

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

Permission for Food-related Activities & Special Occasion food consumption

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 _____ give/decline permission for my child _____
(Parent or Guardian) (circle one) (Child's Name)

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

Please provide the following information:

___ My child DOES NOT have a food allergy or dietary restriction. He or she may participate in activities.

___ My child DOES NOT have a food allergy or dietary restriction. He or she may not 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):

___ My child DOES have a food allergy or dietary restriction. He or she may not 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)

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

Here is the QR Code:



Scan. Pay. Go.

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.

~Please List your Child's First and Last Name in the Notes section 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