



brightwheel

Child Care Application for Enrollment (ALL AREAS MUST BE COMPLETED)

A copy of your child's Birth Certificate MUST be provided upon enrollment.

*****NOTE***ANY FOOD ALLERGIES OR SPECIAL DIETARY NEEDS MUST BE DOCUMENTED ON THE SPECIAL DIETARY NEEDS FORM AS REQUIRED BY THE FLORIDA DEPARTMENT OF HEALTH AND THE CHILDCARE FOOD PROGRAM. FULLY EXECUTED COPY OF SPECIAL DIETARY NEEDS FORM SHALL BE KEPT ON FILE FOR THE DURATION OF CHILD'S ENROLLMENT. ANY UPDATES TO THIS FORM IS THE RESPONSIBILITY OF THE PARENT/LEGAL GUARDIAN. ADMINISTRATION MUST BE UPDATED IN WRITING ACCORDINGLY AT ALL TIMES OF ANY CHANGES IN DIETARY NEEDS.**

MEDICAL CONTACT INFORMATION:

Doctor:		Address:		Phone #:	
Doctor:		Address:		Phone #:	
Dentist:		Address:		Phone #:	
Hospital Preference:					

Please list allergies, special medical or dietary needs, or any other areas of concern:

I hereby grant permission for the staff of Jumpstart Infant Enrichment Center to contact the following medical personnel to obtain emergency medical care if necessary.

Custodial Parent/Legal Guardian PERMISSION to seek Medical Attention Initials:

_____ (initials)

Custodial Parent/Legal Guardian Refusal to Seek Medical Attention Initials:

_____ (initials)

Birth Certificate On File:

Yes

No

Additional Contacts:

The child will be released **"ONLY"** to the custodial parent or legal guardian over the age of 18 in addition to the person(s) listed below. The following person(s) will also be contacted and are authorized to remove the child from the facility in case of illness, accident, or emergency, if for some reason the custodial parent or legal guardian cannot be reached: **(USE BACK OF PAGE FOR ADDITIONAL EMERGENCY CONTACTS)**

Name	Cell #	Work#	Relationship
_____	_____	_____	_____
Name	Cell #	Work#	Relationship
_____	_____	_____	_____

Custody: Mother: Father Shared Both Other: _____

Please be advised that any additional contacts added to the Enrollment Form under "Additional Contacts", BOTH parents/legal guardian(s) MUST agree on the additional contacts IN WRITING listed on the Enrollment Form otherwise ONLY the custodial parents/legal guardian(s) of the child may pick the child up from Jumpstart Infant Enrichment Center. JUMPSTART INFANT ENRICHMENT CENTER NEEDS TO KNOW AT ALL TIMES WHERE ALL EMERGENCY CONTACTS MAY BE REACHED. IT IS THE RESPONSIBILITY OF THE CUSTODIAL PARENT/LEGAL GUARDIAN TO ADVISE ADMINISTRATION IN WRITING OF ANY EMERGENCY CONTACT INFORMATION UPDATES OR CHANGES AT ALL TIMES. IN THE EVENT AN EMERGENCY ARISES AND EMERGENCY CONTACTS LISTED CANNOT BE REACHED LOCAL AUTHORITIES WILL BE CONTACTED ACCORDINGLY AT THE DISCRETION OF ADMINISTRATION.

NOTE: IF CUSTODIAL PARENTS/LEGAL GUARDIAN(S) HAVE A CHILD CUSTODY AGREEMENT IN PLACE, JUMPSTART INFANT ENRICHMENT CENTER MUST BE PROVIDED WITH A CURRENT RECORDED COURT COPY OF ANY CUSTODY AGREEMENT IN PLACE AS IT PERTAINS TO THE HOURS THE CHILD IS IN THE CARE OF JUMPSTART INFANT ENRICHMENT CENTER IN ADDITION TO THE DROP OFF AND PICK UP TIMES/DAYS OF EACH PARENT MUST BE OUTLINED ACCORDINGLY. CHILD WILL NOT BE RELEASED TO PARENT IF PARENT IS IN VIOLATION OF OUTLINED DAYS AND TIMES OF DROP OFF/PICK UP WITHOUT PRIOR WRITTEN NOTICE FROM COURT.

Referred by: _____ How did you hear about us: _____

Additional Information About Your Child:

Section 65C-22.006(2), F.A.C., Requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 402.3125(5), F.S., requires that parent/legal guardian receive a copy of the Child Care Facility Brochure, **"KNOW YOUR CHILD CARE CENTER"**.

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.

Reasonable accommodations will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act. Americans with Disabilities Act discrimination issues should be referred to: OFFICE ON THE ADA CIVIL RIGHTS DIVISION, US DEPT OF JUSTICE, PO BOX 66738, WASHINGTON DC 20035- 9998, (202) 514-0301.

By signing below, you acknowledge that you have received all items and information as indicated and that all information on this enrollment form is complete and accurate.

By signing below, you acknowledge and accept all terms and conditions set forth in the Jumpstart Infant Enrichment Center Application for Enrollment and Jumpstart Infant Enrichment Center Parent Manual/Policies and Procedures available on our website www.jumpstartinfant.com

PRINT Custodial Parent or Legal Guardian Name _____

Date _____

SIGNATURE of Custodial Parent or Legal Guardian _____

Date _____

Child's Health History

Child's Full Name: _____ Date of Birth: _____ Male Female

Please answer the following questions in order to assist the staff members of Jumpstart Infant Enrichment Center to become more effective caretakers while your child is under our care:

Diapering/Toileting Needs:

Please circle all that apply

Which of the following does your child currently use?

Disposable Diapers

Pull Ups

Underwear

Other _____

Has your child begun toilet training?

Yes

No

Does your child get diaper rashes often?

Yes

No

Sleeping Habits:

Please circle all that apply

- How does your child sleep?

Light

Heavy

Restless

- How does your child wake up?

Happy

Crying

- What time does your child wake up?

_____ a.m. _____ p.m.

- What time does your child go to sleep at night?

_____ p.m.

- What time does your child take a nap?

_____ a.m. _____ p.m.

Nutrition: Please indicate any special feeding habits your child may have:

Please circle all that apply

- Does your child drink from a bottle?

Yes

No

- Does your child drink from a sippy cup?

Yes

No

Nutrition: Please indicate any special feeding habits your child may have:

Please circle all that apply

- Does your child drink from a regular cup?

Yes

No

- Does your child feed themselves?

Yes

No

What type of food does your child eat?

Strained

Jar Food

Table Food

Other _____ (be specific)

Current feeding schedule: **(INFANTS UNDER 12 MONTHS ONLY)**

- Breakfast: _____

- Lunch: _____

- Snack(s): _____

- Dinner: _____

General Health:

Does your child take any over the counter medication/prescription medication on a daily basis? _____

Does your child have any food or environmental allergies? _____

How do you consider your child's physical development? _____

Social Emotional Development:

Does your child use a pacifier, thumb or any other security object? _____

Does your child use specific words for objects or people? _____

Is there any additional information Jumpstart Infant Enrichment Center should know about your child that is not listed above? _____

Jumpstart Infant Enrichment Center Policies and Procedures

Jumpstart Infant Enrichment Center Parent Manual:

Due to on-going changes in Federal, State and Local regulations, laws and human resources best practices, the Parent Manual is subject to change at any time at the discretion of the School Administration. All updates/revisions will be made accordingly and uploaded to the website @ www.jumpstartinfant.com Parents/Legal Guardian(s) will be advised of any updates via **remind.com**

It is the responsibility of the parent/legal guardian to be aware at all times of any/all updates/revisions made to the Policies and Procedures throughout the duration of child's enrollment in Jumpstart Infant Enrichment Center.

All forms and documents are currently available on our website @ www.jumpstartinfant.com.

Jumpstart Infant Enrichment Center Open Door Policy:

Jumpstart has an open door policy where the **Parents/Legal Guardians** are encouraged to stop in and participate in daily activities. Parents are able to freely enter the school at any time and without an appointment. Our high quality Enrichment Programs and extra attention paid to each child's individual developmental and educational needs along with an environment conducive to social development and early childhood education is what makes Jumpstart the right choice for your early child educational needs.

However, there are a few guidelines we all need to follow to ensure a safe environment for all of the children:

- ❖ **Parents/Legal Guardians are able to freely enter the school at any time without an appointment**
- ❖ **ONLY Custodial Parents/Legal Guardians of the enrolled child are permitted within the classroom for an extended amount of time NO EXCEPTIONS. Any other Family Member MUST OBTAIN ACCESS RIGHTS from Jumpstart Administration (TIME NOT TO EXCEED 15 MINS)**
- ❖ **For the Health and Safety for all enrolled children and to further prevent unforeseen injuries/illness to our smaller children, especially the babies that are crawling, ONLY one parent/legal guardian per child is permitted for an extended amount of time in the classroom unless an Extra Curricular Activity is taking place (i.e. Holiday Event or Birthday Party)**
- ❖ **NO OUTSIDE Independent Consultants are permitted inside the classrooms at any time without written consent authorized by Jumpstart Infant Enrichment Center Administration NO EXCEPTIONS. All outside consultants/vendors MUST provide a current FDLE Background Check**

Code of Conduct:

Jumpstart Infant Enrichment Center is committed to helping children develop to their fullest potential; every individual who enters our door is required to treat all others and their property in a positive and respectful manner. Jumpstart Infant Enrichment Center shall not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance. Reporting requirements for suspected abuse or neglect of any child while in the care of a childcare facility is the responsibility of each staff member and required by the Florida Department of Children and Families and the State of Florida.

Jumpstart Infant Enrichment Center reserves the right as a PRIVATE facility at the discretion of the administration to have any child or adult expelled/removed from the facility at any time with or without cause.

SICK POLICY:

If your child displays ANY Flu-like/COVID-19 Symptoms including but not limited to fever (low grade/high grade), sore throat, cough, yellow or green mucus discharge from nose or eyes, headache, vomiting, diarrhea, rash/hives or has ANY OTHER contagious viral infection such as pink eye, hand-foot-mouth disease, ringworm/fungal infection etc... Child may not attend until an Authorization to Return to School from your child's doctor is received by Jumpstart Administration.

If your child becomes ill while in the care of Jumpstart parent/legal guardian will be contacted immediately and child will be separated from his/her classroom until parent/legal guardian arrives to pick child up. Child WILL NOT be released to anyone that is not on the Emergency Contact list, NO EXCEPTIONS.

ADDITIONAL INFORMATION:

- ONE TIME REGISTRATION FEE \$300, MATERIAL FEE \$300, AND FIRST WEEK OF TUITION IS DUE UPON ENROLLMENT. **ALL ENROLLMENT FEES ARE NON-REFUNDABLE.**
- REGISTRATION FEE OF \$300 IS REQUIRED TO BE PLACED ON THE WAITING LIST IN THE EVENT THAT THERE IS NOT AN OPEN SPACE FOR CHILD. PARENT WILL BE CALLED IN ORDER FOR NEXT AVAILABLE SPACE FOR CHILD'S AGE GROUP. **ALL REGISTRATION FEES ARE NON-REFUNDABLE.**
- ALL TUITION RATES INCLUDE BREAKFAST, LUNCH, AN AFTERNOON SNACK, ACCESS TO THE WEB-CAMERA SERVICE AND ACCESS TO "BRIGHTWHEEL"
- TUITION IS DUE ON **A WEEKLY (TUESDAY)** BASIS REGARDLESS OF THE AMOUNT OF HOURS YOUR CHILD ATTENDS WEEKLY. CHILD IS ELIGIBLE FOR **ONE WEEK** VACATION TIME AFTER **ONE YEAR OF CONTINUOUS ENROLLMENT**; THIS IS THE **ONLY TIME** YOU ARE NOT RESPONSIBLE FOR TUITION WHILE YOUR CHILD IS ENROLLED IN JUMPSTART INFANT ENRICHMENT CENTER
- JUMPSTART ENRICHMENT CENTERS FOLLOW ALL **REQUIRED** CDC GUIDELINES AS THEY PERTAIN TO COVID-19 IN ADDITION TO ALL OTHER HEALTH & SAFETY GUIDELINES SET FORTH BY ALL LOCAL, STATE AND FEDERAL GOVERNING AGENCIES
- IF CHILD PARTICIPATES IN THE ELC SCHOOL READINESS PROGRAM PARENT WILL BE RESPONSIBLE FOR ANY/ALL TUITION RATES, FEES, EXTRA CURRICULAR ACTIVITIES, ETC. NOT COVERED BY THE SCHOOL READINESS PROGRAM. CHILDREN ENROLLED IN THE SCHOOL READINESS PROGRAM ARE NOT ELIGIBLE FOR VACATION TIME AT ANY TIME. PLEASE REFER TO THE ELC GUIDELINES FOR ALL INFORMATION AS IT PERTAINS TO THE SCHOOL READINESS PROGRAM PRIOR TO ENROLLING YOUR CHILD IN JUMPSTART CHILD ENRICHMENT CENTER. THIS CENTER IS CLOSELY MONITORED BY THE EARLY LEARNING COALITION FOR COMPLIANCE OF ALL PROGRAM RULES AND REGULATIONS.

WEB-CAM ACCESS:

Jumpstart Infant Enrichment Center Offers Parents Web-Camera Access Through Super Live Plus

WEB-CAMERA ACCESS IS FOR PARENTS ONLY. CAMERA ACCESS IS TO BE USED ONLY WHEN CHILD IS IN THE CARE OF JUMPSTART INFANT ENRICHMENT CENTER MONDAY THRU FRIDAY 6:30-6:30. JUMPSTART INFANT ENRICHMENT CENTER CLOSELY MONITORS THE WEB-CAMERA ACCESS AND RESERVES THE RIGHT TO REVOKE ACCESS FOR MIS-USE OF THE WEB-CAMERA SERVICE AT ANY TIME.

If you have any questions or need any assistance, please see Christina, Owner or Olga, Director in the main office.

Thank you for your continued support and cooperation as we continually endeavor to provide the highest quality of care for your child.

Jumpstart Child Enrichment Center Administration

Jumpstart Infant Enrichment Center
Policies & Procedures Compliance
Parent Manual

Dear Custodial Parent(s)/Legal Guardian(s): of _____ (Child's Full Name)

Please take the time to visit our website @ www.jumpstartinfant.com and read the current Policies and Procedures located within the Parent Manual.

I _____ (Custodial Parent/Legal Guardian) have read, understand and agree to comply and adhere with the policies and procedures set forth by Jumpstart Infant Enrichment Center. I understand that failure to comply with these policies and procedures may result in discontinuation of childcare services at the discretion of Administration.

By signing below you acknowledge and accept all terms and conditions set forth in the Jumpstart Infant Enrichment Center Application for Enrollment and Preschool Parent Manual currently available on our website @ www.jumpstartinfant.com

NOTE: POLICIES AND PROCEDURES are subject to change at the discretion of Administration. All revisions will be updated accordingly and made available on our website as indicated above. All Custodial Parents/Legal Guardians will be advised of any revisions through the "BRIGHTWHEEL" application.

It is the responsibility of the Custodial Parent/Legal Guardian to be aware at all times of any/all updates/revisions made to the Policies and Procedures throughout the duration of child's enrollment in Jumpstart Infant Enrichment Center.

Custodial Parent/ Legal Guardian Name: (please print) _____

Signature of Custodial Parent/ Legal Guardian: _____

Date: _____

Jumpstart Infant Enrichment Center Administration
(Please print): _____

Signature of Jumpstart Infant Enrichment Center Administration: _____

Date: _____

Photo Release Form (to be signed and returned)

Dear Parents:

As we continue to find ways to improve our center, your help and cooperation in our quest is crucial! We would appreciate it if you would allow us to use pictures taken at the center to be displayed on the website, Social Media page(s) or additional advertisements for you and other parents to view. We think this is an awesome opportunity for you to show off what your child is learning with family and friends. The pictures will be routinely changed as different activities take place throughout the year.

- **Yes**, I give permission to Jumpstart Infant Enrichment Center to use pictures taken during activities of my child/children for display on either the www.jumpstartinfant.com website,

Custodial Parent/Legal Guardian Signature: _____ **Date:** _____

- **No, I DO NOT** give permission to Jumpstart Infant Enrichment Center to use pictures taken during activities of my child/children for display on either the www.jumpstartinfant.com website, Social Media Page(s) or additional advertisements.

Custodial Parent/Legal Guardian Signature: _____ **Date:** _____

Thank you for your continued support,

Christina Montoto, Owner

Screening/Assesment Program (to be signed and returned)
Consent Form

To improve the quality of service provided to your child, Jumpstart Infant Enrichment Center, is coordinating a Screening and Assessment Program (ASQ #3). This important project involves the efforts of everyone working together to help your child enter school ready to learn.

The screening and assessment process will be similar to the kind of activities your child is involved in on a daily basis. The results of the screening and/or assessment will have no bearing on your child's receipt of services. All data gathered from this program will be kept confidential.

Part of this process will involve, but is not limited to the collection of parent and teacher information, child observation and teacher interviews. Based on the results of the screening and information gathered, the center may refer the family to third party child services (i.e. Florida Department of Children and Families or Citrus Network) for additional services. Researchers and your child's teacher will have access to the data in order to make informed decisions about how best to improve the quality of services provided to your child. Any activity suggestions to support children identified with potential delays will be communicated to parents.

We look forward to working with you and your child to provide the best possible education.

If you have any questions about the Screening and Assessment process, you can call our center and we will be happy to answer any questions.

Name of Custodial Parent or Legal Guardian
(PRINT)

Child's First and Last Name
(PRINT)

Child's Date of Birth

Jumpstart Infant Enrichment Center
5777 NW 151 Street
Miami Lakes FL, 33014
786.332.3338
www.jumpstartinfant.com

- ☐ I consent to have my child included in this screening/assessment program.
- ☐ I **DO NOT** consent to have my child included in this screening/assessment program

Date (this form is valid for one year)

Signature of Custodial Parent/Legal Guardian

My child speaks:

_____ English

_____ Spanish

_____ Creole

_____ Other _____

Language spoken at home is:

Jumpstart Infant Enrichment Center
Review of Policies and Procedures (to be signed and returned)

Child's Name: _____

Custodial Parent/Legal Guardian Name: _____

Staff Member Giving Tour: _____

Date of Tour: _____

Policies/Procedures:

Tour Center/Provide Enrollment Information Package
 Advised Current Parent Manual available on website @ www.jumpstartinfant.com
 Tuition/Registration Information /Fees Provided **(ALL ENROLLMENT FEES ARE NON-REFUNDABLE)**
 Review Hours of Operation 6:30 am – 6:30 pm Monday thru Friday
 Review Open Door Policy
 Review Late Pick Up Policy/Fee (\$2 per min per child)
 Review Authorized Emergency Contacts/Emergency Pick Up Policy
 Review Child Daily Attendance Procedure
 Review Web-Cam Policy
 Review Discipline Policy/Abuse
 Review Brightwheel/remind.com application
 Review Medication Procedure – Authorization for Medication Form
 Review Daily Nutritional Needs (Weekly Menus)
 Review Vacation Policy **(1 week after one year of continued enrollment NO EXCEPTIONS)**
 Review Uniform Policy/Dress Code
 Review Personal Supply List (see attached)

Note: Every Friday it is the parent's responsibility to take home dirty clothes and blankets to be washed and returned on Monday morning.

Due to on-going changes in Federal, State and local regulations, laws and human resources best practices, the Parent Manual in addition to Administrative Policies/Procedures are subject to change at any time at the discretion of the School Administration. Parents will be notified of any revisions to policies and procedures through the Brightwheel/remind.com application. Any updates/revisions will be uploaded to the website @ www.jumpstartinfant.com

It is the responsibility of the parent/legal guardian to be aware at all times of any/all updates/revisions made throughout the duration of child's enrollment in Jumpstart Infant Enrichment Center.

By signing below you acknowledge and accept all terms and conditions set forth in the Jumpstart Infant Enrichment Center Application for Enrollment and Parent Manual available on website @ www.jumpstartinfant.com

Yes I _____ have read all information provided and
 acknowledge all information as indicated.
 (Print Name)

 Signature of Custodial Parent/Legal Guardian

 Date

 Signature of Administration

 Date

If further information is needed, please contact the legally responsible party as listed below for additional information:

Christina Montoto – Owner
 5777 NW 151 Street
 Miami Lakes, FL 33014
 786.332.3338 Main Office Infant Center
 305.826.0555 Main Office Child Center
 786.797.0020 Christina, Owner Cellular
jumpstartchristi@hotmail.com
www.jumpstartinfant.com
www.jumpstartmiamilakes.com

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



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 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.

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/>



Personal Supplies:

- ✓ Crib Size Sheet (2)
- ✓ Blanket (2)
- ✓ Changes of clothing, including socks labeled with child's name (2-3 at all times)
- ✓ Diapers, wipes, & diaper cream
- ✓ Bottles labeled with child's name
- ✓ Sippy cup labeled with child's name
- ✓ Pacifier (2)
- ✓ 2 Photos - 1 of child alone & 1 family photo

NOTE:

- ✓ Child **MUST** have at least 1 complete set of clothing in their cubby at **ALL TIMES**
- ✓ All bedding is to be taken home every Friday, washed and returned every Monday
- ✓ **NO OUTSIDE TOYS** or Electronics are permitted in classrooms at **ANY TIME**