

Child: \_\_\_\_\_  
Last First MI

Birth Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

## REGISTRATION 2024-2025

# CATHEDRAL EARLY LEARNING CENTER

10 Sebastian Avenue, St. Augustine, FL 32084  
Telephone: (904) 829-2933

### MISSION STATEMENT

Cathedral Early Learning Center focuses on the Catholic formation of students as young disciples of Jesus Christ. It is our mission to prepare these early learners for higher education by challenging their developing minds and nurturing their spirit while guiding them with faith.

*Please submit registration form and registration fee to secure your child's spot. \$200 registration fee is due with registration form. Registration fee is non-refundable. 2024-2025 fee schedule is currently under review.*

**VPK – Parents must register with the state at <https://familyservices.floridaearlylearning.com> to receive VPK funding.**

*For office use only:*

Infant \_\_\_\_\_ 1 Yr. Old \_\_\_\_\_ 2 Yr. Old \_\_\_\_\_ 3 Yr. Old \_\_\_\_\_ 4 Yr. Old Non-VPK \_\_\_\_\_

5 & Older \_\_\_\_\_

VPK (Full Time Wrap) \_\_\_\_\_

VPK only \_\_\_\_\_

VPK (Part Time) \_\_\_\_\_ M T W Th F

Note: VPK space priority given first to full time wrap children.

Registration Fee \_\_\_\_\_

Child's Name: \_\_\_\_\_  
Last First Middle Nickname

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

**Mother's Information**

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

**Father's Information**

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

**Please check the correct information:**

Child lives with: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Legal Guardian(s): \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Authorized to remove child: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Other persons authorized to remove your child from the Center or those who can be contacted in case of an emergency if parents cannot be reached.

\_\_\_\_\_  
Name Address Phone Relationship

\_\_\_\_\_  
Name Address Phone Relationship

Hours child will be at Center: \_\_\_\_\_

**Medical Information:**

Child's Physician: \_\_\_\_\_  
Name Address Phone

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

**Emergency Medical Release:**

If your child should need to be taken to Flagler Hospital Emergency Room in the event of serious illness, accident, or injury regarding medical attention, your signature below gives permission to consult the emergency room physician while you are being contacted.

\_\_\_\_\_  
Parent/Guardian Signature Date

**Know Your Child's Day Care Center**

Please sign below stating you have received a copy of the child care facility brochure "Know Your Child's Day Care Center."

\_\_\_\_\_  
Parent/Guardian Signature Date

**Photograph Consent**

Cathedral Early Learning Center has my permission to take photographs of my child at school and use these photographs in brochures, publications, and articles about the school.

\_\_\_\_\_  
Parent/Guardian Signature Date

**VPK Attendance Statement of Understanding:**

The purpose of the VPK Program is to properly prepare your child for kindergarten. Each day your child will be exposed to lessons that will help him/her meet or exceed the standards set by the state for kindergarten readiness. Therefore, it is critical that you, as a parent, do your part to have your child at the Center on time and that he/she attend class regularly.

Our collective goal is that your child attends daily, however, we understand circumstances such as illnesses do arise. The State also understands this, thus for the 2024-2025 school year, they will pay up to 20% of missed program hours each month, but not beyond that under any circumstances. Any changes for the 2024-2025 school year, as well as examples of excused absences, will be reflected in the 2024-2025 Parent Handbook. If your child misses over the allotted absences for the VPK Program, they may be in jeopardy of losing their placement in the VPK program.

\_\_\_\_\_  
VPK Parent/Guardian Signature Date

Are you a registered Catholic Parishioner (please circle)                      Yes    No

If yes, please indicate congregation: \_\_\_\_\_

**Financial & Policy Agreement:**

1. I agree to pay the required monthly tuition.
2. I understand I will receive a Family Handbook and am responsible for reviewing, signing, and returning the Receipt of Parent Handbook form within the month received.
3. I have read and understand the following discipline policy.
4. I have read and understand the provided *Know Your Child Care Facility* brochure.
5. I agree to pay the appropriate registration fee required to enroll my child into the Cathedral Early Learning Center non-VPK program, or the VPK wrap-around program with submission of this form. I understand the monthly tuition payment is due on the first day of each month.
6. Up-to-date health forms (DFC 3040-Student Health Exam and the DCF 680-Immunization Record) are due to CELC by the 1<sup>st</sup> day of attendance and must be kept current throughout the school year.
7. I understand I will receive the brochure *The Flu: A Guide for Parents* in September and the brochure *Distracted Adult* in September and April. These brochures will be distributed via e-mail through the Renweb/FACTS system. I will also receive, complete, and return the "Permission for Food-related Activities & Special Occasion Food Consumption" form.
8. I have received the "Ryla Wilson Act" information.
9. I understand that all payments, including registration and tuition fees, are non-refundable.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Discipline Policy:**

The motivation for discipline should always be love. The purpose of discipline should always be explanation and training. Positive discipline is used with the children to help them learn what behavior is acceptable. Positive reinforcement will encourage and reward good behavior. Teachers will use loving guidance and discipline techniques that are age-appropriate for each child. Distraction and redirection work well with younger children, while reasoning and logical consequences are very effective with older children.

- In the event the above disciplinary actions prove unsuccessful, the child will be removed from the classroom and placed under adult care to resolve the problem. If the unacceptable behavior continues, the parents will be called to pick up their child. Failure to correct the problem will result in the child's dismissal from the preschool.
- In the event the child does bodily harm to a teacher/child, i.e. biting, hitting, punching, kicking, or hitting with an object, the following consequences will apply:
  - ❖ First incident: The child's parent will be called and asked to pick up their child.
  - ❖ Second incident: The child's parents will be called again to pick up the child, and the child will not be allowed to return until a teacher/parent conference has been held to try to resolve the matter.
  - ❖ Third and last incident: The child will not be allowed to return to school.

**\*Corporal punishment is unacceptable and will never be used. Parents wishing to administer any kind of corporal punishment must do so at home – NEVER on campus or in a classroom.**

**Please Note:** Parents are not allowed to discipline, in any manner, any student who is not their child. If you have a problem with how a student is behaving, please briefly discuss this issue with the supervising staff member.

**CATHEDRAL EARLY LEARNING CENTER  
EMERGENCY CARD**

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|                          |            |                |               |
|--------------------------|------------|----------------|---------------|
| <b>Child's Last Name</b> | First Name | Middle Initial | Date of Birth |
|--------------------------|------------|----------------|---------------|

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|                   |         |     |              |
|-------------------|---------|-----|--------------|
| <b>Mom's Name</b> | Address | Zip | Phone Number |
|-------------------|---------|-----|--------------|

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|            |                    |              |
|------------|--------------------|--------------|
| Employment | Cell/Beeper Number | Phone Number |
|------------|--------------------|--------------|

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|                   |         |     |              |
|-------------------|---------|-----|--------------|
| <b>Dad's Name</b> | Address | Zip | Phone Number |
|-------------------|---------|-----|--------------|

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|            |                    |              |
|------------|--------------------|--------------|
| Employment | Cell/Beeper Number | Phone Number |
|------------|--------------------|--------------|

PERSONS AUTHORIZED TO PICK UP YOUR CHILD AND ABLE TO BE CONTACTED IN  
CASE OF AN EMERGENCY REGARDING YOUR CHILD

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|      |         |              |
|------|---------|--------------|
| Name | Address | Phone Number |
|------|---------|--------------|

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|      |         |              |
|------|---------|--------------|
| Name | Address | Phone Number |
|------|---------|--------------|

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|              |              |                         |
|--------------|--------------|-------------------------|
| Pediatrician | Phone Number | Medications Taken Daily |
|--------------|--------------|-------------------------|

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**Comments**

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Signature

# Cathedral Early Learning Center - Attendance Selection

CHILD'S NAME: \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_

**July 1, 2024 – June 30, 2025**      **Start Date:** \_\_\_\_\_

*VPK begins August 13, 2024. Care is available before that date at the four-year-old NON-VPK rate.*

**Hours of Operation: 6:45 a.m. - 5:30 p.m.**

**Registration fee (non-refundable): \$200**

Registration fee is due with the registration form to secure placement. *(This does not apply to VPK students not electing wrap-around care. VPK full-time wrap students take priority placement.)*

*(Please check the selection at the appropriate age and sign at the bottom of the page)*

## FULL-TIME (M-F)

*Infant classroom:* \_\_\_\_\_

*One-year-old classroom:* \_\_\_\_\_

*Two-year-old classroom:* \_\_\_\_\_

*Three-year-old classroom:* \_\_\_\_\_

*Four-year-old NON VPK:* \_\_\_\_\_

*VPK full time wrap:* \_\_\_\_\_ *or VPK only (no wrap):* \_\_\_\_\_

.....OR.....

## PART-TIME (Select Days)

*Same days each week – based on space availability*

| <u>Classroom</u>                           | <u>Circle Days</u> | _____ |
|--|--------------------|-------|
| <i>Infants</i>                             | M T W Th F         | _____ |
| <i>One-Year-Olds</i>                       | M T W Th F         | _____ |
| <i>Two-Year-Olds</i>                       | M T W Th F         | _____ |
| <i>Three-Year-Olds</i>                     | M T W Th F         | _____ |
| <i>Four +<br/>NON-VPK in VPK classroom</i> | M T W Th F         | _____ |
| <i>VPK Before &amp; Aftercare</i>          | M T W Th F         | _____ |

**Signature:** \_\_\_\_\_ **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 your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

## 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, you should consider the facility's quality indicators related to activities, caregivers, and environment.

### Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

### Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

### Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.



For additional information, please visit [www.myflfamilies.com/childcare](http://www.myflfamilies.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.

# KNOW YOUR CHILD CARE FACILITY

# Know Your Child Care Facility - 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 practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

## Health Related Requirements

### Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (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.

## Ratios



| <b>Age of Child</b> | <b>Child: Teacher Ratio</b> |
|---------------------|-----------------------------|
| 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                        |

## 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 exam/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.
- Provide sufficient outdoor play area.
- 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.



**To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873**



# Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. *These children are also known as Protective Services children.*

## **Rilya Wilson Act Requirements:**

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<https://www.myflfamilies.com/service-programs/community-based-care/docs/leadagencycontacts.pdf>

**\*\* If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE\*\***