

First Baptist Christian Academy



Pre-School Enrollment Packet

FBCA seeks to provide students an exceptional, well-rounded education, by means of an integrated curriculum, pedagogy and culture, with distinctively Christian values in all we do – academically, socially, spiritually, and physically.

Dear Parents and Students,

Welcome to First Baptist Christian Academy. There are many exciting things happening here and we would love to have you as a member of our family.

Our Mission Statement: FBCA seeks to provide students an exceptional, well-rounded education, by means of an integrated curriculum, pedagogy and culture, with distinctively Christian values in all we do - academically, socially, spiritually, and physically.

We are proud to offer an integrated curriculum, which provides excellence in education from a Christian perspective. Our philosophy is based upon the Word of God. The primary objective and purpose of the school is to train children in the way of life as presented in scriptures. We seek to develop the whole child by addressing the spiritual, academic, social, physical, and emotional needs of each child. Opportunities are available for each child to experience success and challenges on a daily basis. Teachers implement a Christian viewpoint into every area of learning.

FBCA opened in the fall of 2008 with two preschool classes. God has continued to bless us, and now we are providing classes from newborn through 12th grade.

We are blessed with a group of dedicated and experienced teachers and aides. Our staff will help you make the transition to our school as effortless as possible. Attached you will find all the necessary paperwork to complete the enrollment process. Please follow the steps below to ensure a smooth registration process:

1. All students will go through an interview with the Academy. This is part of our enrollment process and all families must be interviewed.
2. If your student is going into VPK, please make sure you get a voucher from the Early Learning Coalition.
3. For ALL students: return all paperwork to the Academy offices with your Roster Fee to secure enrollment.
4. For ALL students: mark your calendar for payments due over the summer. Book fees are due July 1st and the 1st tuition payment is due August 1st.
5. The school supply list and student handbook for the school year will be available July 1st.
6. FBCA does not prepare food and each student must bring a nutritious lunch with them daily.

If you have any questions, please call the Preschool at 386-387-2572 or the main campus at 386-446-0094. We look forward to a great year and God continuing to grow our family here at FBCA.

Student's Name _____ **Age/Class** _____

In addition to your registration packet, FBCA is required to have these forms in your child's file. Your child's registration will not be complete until all these forms have been obtained. This is also a DCF requirement to remain in compliance. This may affect your child's ability to attend the Academy.

- _____ Enrollment Application
- _____ Medical Consent Form
- _____ Food Related Activities Form
- _____ Attendance Policy
- _____ Dress Code Form
- _____ Lunch Policy Form
- _____ Before/After Care
- _____ Crusader Scholarship Form
- _____ Influenza Virus Form
- _____ Birth Certificate
- _____ Current Immunization Form
- _____ Current Physical Form
- _____ VPK Voucher (Obtain from ELC)
- _____ Sign Tuition Contract
- _____ Testing/Interview Date

FORMS TO TAKE HOME - Parent must initial to show receipt of each item

_____ Know your child care _____ Dress Code information

<i>OFFICE USE ONLY</i>			
_____ Roster Fee	Amount Paid \$ _____ / _____ / _____ / _____	Via: Check Cash CC	
_____ T-Shirt logged Size: _____	Entered into Renweb: _____	Remind app sent: _____	
	VPK Attendance: _____	Bright Beginnings: _____	
Notes: _____ _____ _____			

PRE-SCHOOL ENROLLMENT APPLICATION

Student Information:

Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Primary Hours of Care: From _____ To _____

Days of the Week in Care: M T W TH F

Class enrolling in: PK0, PK1, PK2, PK3, VPK full day, or VPK (circle appropriate class child will attend.)

Spirit shirt size: 2T, 3T, Y-XS, Y-Small, Y-Med, Y-Large (1/2 VPK day, T-shirts are \$10.00)

(Please circle one)

**** FRIDAY IS JEAN AND SPIRIT SHIRT DAY****

I understand that FBCA policy prohibits refunds on Roster Fees. _____ (Parent Initial please)

Family Information:

Child Lives with: _____

Mother's Name: _____

Father's Name: _____

Address: _____

Address: _____

City & Zip: _____

City & Zip: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

(please print)

(please print)

Custody: Mother _____ Father _____ Both _____ Other _____

Office Use

**Days attending _____ Full day _____ Half day _____

**Rate _____ Multiple Sibling Scholarship _____

**Teacher _____ Afternoon Teacher _____

Notes: _____

STUDENT PICK UP LIST

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people 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:

Mother's Name: _____

Father's Name: _____

Cell #: _____ **Work:** _____

Cell #: _____ **Work:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

Name: _____ **Phone:** _____ **Relationship:** _____

First Baptist Christian Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on basis of color, nationality, or ethnic origin in administered programs.

- 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 parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**

Section 65C-20.11(2)(c)(1), F.A.C., requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).

- Section 65C-22.006(3)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the child care facility, **or**

Section 65C-20.010(6)(c), F.A.C., requires that a written a copy of the family day care provider's discipline policy be available for review by the parent(s).

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate.

Signature of Parent/Guardian

Date

AUTHORIZATION TO CONSENT TO MEDICAL TREATMENT OF A MINOR CHILD (one for each child)

FBCA will always contact parent or emergency contacts first. Should we not be able to reach anyone we will proceed in the best interest of your child. This form is required for enrollment into First Baptist Christian Academy. If you are unavailable, an Emergency Consent form allows you to provide consent for your child's emergency care. Protect your child by leaving this form with First Baptist Christian Academy. In the event of a medical emergency, the form should accompany your child to the hospital.

Child's name: _____ Child's date of birth: _____

Physician: _____ Physician's Telephone: _____

Address of Parent/Guardian: _____

Phone Number of Parent/Guardian: _____ Cell: _____

Employer: _____ Phone: _____

Health Insurance Co.: _____ Member #: _____ Group #: _____

Policy Holder Name: _____ Policy Holder Date of Birth: _____

Emergency Contact (other than parent/guarding): _____

_____ Cell: _____

Allergies to Medicine: _____

Allergies to Foods: _____

Current medications: _____

Current medical problems: _____

Child's Dentist _____ Phone _____

Address _____

I, (we) _____ and _____ give permission for the child listed above to receive medical treatment in the event of an emergency, accident, injury or sickness. I give authorization First Baptist Christian Academy to consent for treatment to all medical personnel, including licensed physicians, nurses, technicians, emergency responders, and other medical personnel. I also assume responsibility for the cost of treatment.

Signed (parent/guardian): _____ Date: _____

Witness my hand and official seal, this _____ day of _____, 20_____

_____ (Notary Public State of Florida at Large/Flagler County)

PERMISSION FOR FOOD-RELATED ACTIVITIES AND SPECIAL OCCASION FOOD CONSUMPTION (one for each child)

Pursuant to 65C-22.005 (I)(c)2., E.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 (or) decline permission
Print Parent/Guardian Name Please Print

for my child _____ to participate in food related activities and
Child's Name Please Print

special occasions wherein food is consumed.

Please provide the following information (only check one):

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 Signature

Print Name

Date

FBCA ATTENDANCE POLICY

Regular attendance is required for all students enrolled at First Baptist Christian Academy. Excessive absences hinder the scholar's progress. Sporadic or irregular attendance causes the scholar to lag in academic and spiritual growth, thus endangering academic and spiritual progress. It also makes it difficult for the teacher in conveying the important concepts that need to be taught.

Parents are asked to abide by the following:

1. Parents should notify the school office by 8:00 am when their child is absent unexpectedly and prearranged notification was not possible. Parents should also forward a note of explanation immediately following the student's absence.
2. An absence from school without a specific written medical or dental note from a doctor will be considered an unexcused absence. Students are entitled to five (5) excused notes from the parent, and not a physician, for a reasonable explanation of absence.
3. All students must arrive to school no later than 8:05 am. Car rider begins at 7:45 am and ends at 8:05 am. **After 8:05 am, all students must be walked into the front office and signed in by an adult.**
4. Student pick up for half day is 11:45am-12:00pm. VPK school day pick up is 3:05-3:20pm each afternoon. Please pick up your child at the proper time. VPK After Care is open until 5:30pm. Please refer to the student handbook for additional information.

- VPK is a free program for all eligible children in the state of Florida. Parents will not be charged for any portion of the VPK Program, including child absences.
- All Pre-school/VPK children are required to be signed in and out daily regardless of arrival/departure time.

I, the parent/guardian of _____, have read and agree to the attendance policy of First Baptist Christian Academy.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Date

Each backpack must contain a full uniform outfit, labeled with the child's name on each piece of clothing in case of any accidents. Please put outfit in a Ziploc bag with child's name on the outside of bag as well.

Please initial _____

2020-2021 UNIFORM POLICY (per family)

Pants - Navy or Tan Khaki Uniform type pant; may be cotton, cotton blend or polyester blend. Belts must be worn at all times. (No joggers, jogging pants, sweat pants, yoga or tight pants). Cargo pants are permitted for K-6th ONLY.

Skirts, Jumpers, Skorts – Navy or Tan Khaki; may be cotton, cotton blend or polyester blend; maximum (no more than) 2” above the knee. (Blouse with collar must be worn under jumper; shorts must be worn under skirts/jumpers. No leggings unless they are worn under appropriate skirt, skort or dress. Color of leggings must be solid Navy, solid White or solid Tan Khaki). Shorts must be worn under skirt on P.E. days.

Shorts – Navy or Tan Khaki; must be knee length or longer for boys and girls, cotton, cotton blend or polyester blend. (No gym shorts). Cargo shorts are permitted.

Shirts – *4 Spectrum Colors: White, Navy Blue, Black, or Red plain collared, polo shirts; Or solid color button down*. Girls may wear their shirt untucked when wearing skirt or skort; when wearing slacks or otherwise, shirt must be tucked in.

Shoes/Sneakers - must be clean and fit securely on feet. Shoes with open toes or backless shoes (including Crocs, flip flops, sandals, mules and slides) will not be allowed. Shoes must be laced, buckled or Velcro strapped. No heellies, rollers, or high heels (must be 1” or smaller). Sneakers must be worn on P.E. days. Scholars not in proper shoes for P.E. days will sit out due to safety reasons.

Outer Wear - Everyday coats, sweaters, and sweater vest must be plain (2” or smaller logo) and be one of the *4 spectrum colors*. Sweaters or long sleeve shirts, within the *4 spectrum colors*, that have an elastic waistband (which creates a tucked effect) are not required to be tucked in. Coats worn to school that are not one of the *4 spectrum colors* and all hoodies will be stored in the book box or coat rack. NO HOODIES may be worn inside the building.

Undershirts – Any undershirts (i.e. Under-Armour) worn under uniform shirts and visible must also be White, Navy Blue, or Black.

Technology – Approved technology is only permitted to be used before and after school. No headphones are permitted. Cell phones are to be stored in scholar’s backpack during the day. Anything, including approved technology, causing a distraction will be addressed.

Sheer Material – Sheer Material is not permitted.

Miscellaneous – Young Men

- Modesty is the key thought in appearance at FBCA.
- If boys wear jewelry, it should be conservative in style. Boys may only wear one necklace, bracelets and/or rubber style band.
- Boys are not permitted to wear earrings (or any piercings).
- Only one ring is allowed.
- Boys are expected to maintain a conservative, clean looking, tapered haircut. Hair is not to be over the ears or shirt collar and must be above the eyebrows. If any hairstyle is perceived, by staff, to be disruptive during academic time, an administrator may require the student to get a haircut. No hats are allowed to be worn in the building.
- Sideburns may only come to the bottom of the earlobe. Boys are expected to be clean shaven at all times.
- Hair must be natural in color.
- Scholars must come in freshly shaven everyday (Beards and mustaches are not permitted)
- Shoes are to be tied in the intended manner.
- No coloring of any part of the body is permitted.

Miscellaneous – Young Ladies

- Modesty is the key thought in appearance at FBCA. If girls wear jewelry, it should be conservative in style. Earrings are to be restricted to two in each ear. No other visible piercings allowed. Hoop earrings are not to be greater than one inch in diameter or length.
- No more than two necklaces and bracelets/rubber style band are to be worn at one time.
- No sparkle / glitter type of make-up is permitted
- Shoes must be tied in the intended manner.
- Hair must be natural in color.
- No coloring of any part of the body is permitted.

4 Spectrum Colors: White, Navy Blue, Black, or Red – Must be single color of shirt, not combined in any shirt

I, the parent/guardian of _____, have read and agree to the uniform policy of FBCA.

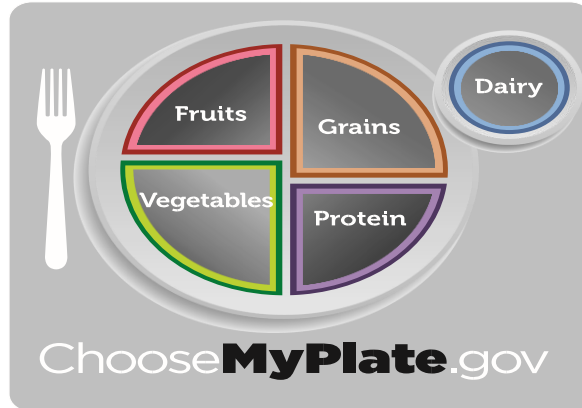
Parent/Guardian Signature

Date

Parent/Guardian Printed Name

LUNCH POLICY

I understand that FBCA does not prepare food and that I must provide a nutritious lunch for my child. All children will have an insulated lunch box with an ice pack to keep food safe. Lunches must meet nutritional guidelines set by the USDA. We recommend that you use the “My Plate” as a guide to ensure that your child is eating a healthy and nutritious meal.



My child has the following dietary restrictions or food allergies:

Child's Name: _____ (Please Print)

Parent's Signature: _____ Date: _____

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: **8/06/2020**

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.

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/>

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.

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 85C-22, Florida Administrative Code (F.A.C.).
License Number: XL07FL00006
License Issued on 03/25/2020
License Expires on 03/24/2021
For more information regarding the compliance history of this child care provider, please visit:
MyFLFamilies.com/childcare



Know Your Child Care Facility

MyFLFamilies.com/ChildCare



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-982-2873.

CF/PI 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.

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 therapy 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 therapy 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.

