

CHILDREN'S FILE CHECKLIST

- _____ #1 Enrollment Form, or its equivalent with date of birth, date of enrollment, and parent/guardian signature included
- _____ Password
- _____ Emergency Medical Release
- _____ Discipline Policy signed by parent/guardian
- _____ Expulsion Policy signed by parent/guardian
- _____ Hours of Operation signed by parent/guardian
- _____ "Know Your Child Care Facility": signed statement that parent/guardian has received the brochure
- _____ Immunization Record Form #680 (blue form)
- _____ Statement of Good Health Form #3040 (gold form)
- _____ Flu brochure signed by parent/guardian annually in August/September
- _____ Food Activity Permission Form
- _____ Physical Activity Participation Form
- _____ Parental/guardian consent for child care personnel to have access to child's records.
- _____ Accident/Incident Reports (if applicable)
- _____ Field Trip Permission Slips (if applicable)
- _____ #5 Authorization for Medication (if applicable)
- _____ Safe Sleep Policy – signed by infant parents/guardians (if applicable)
- _____ Distracted Adult Flyer signed by Parent in April and September
- _____ Religion Exemption notification to parents (if applicable)



**'German-American School of
Ft. Lauderdale'**

www.germanschoolfl.com

germanschoolfl@aol.com

Tel.: 954- 391-9847

'Lernen mit Kopf, Herz und Hand'

Dear parents,

we wish to welcome you to the German-American School of Ft. Lauderdale, and look forward to a cooperative relationship and a fun and educational school year.

We would like to inform, or remind you about our daily routine at our school, as well as items needed for our school life.

According to the Montessori philosophy, our primary goal is to teach the motto "Help me to do it myself". The main objective is to give the child a balanced value of the world. Mutual respect, a friendly together, and the fundamentals of learning letters, numbers, etc. are of great importance.

Please note that this is only possible if the parents support us also from home. Let your children discover and give them the opportunity to make new experiences. Rules and limits at school should also be, observed at home such as: we sit at the table during the meal, we sit in the chair and listen to the teacher/parents, we try to use the bathroom and try to avoid accidents, etc.

During the work with the Montessori materials, the children sit on a carpet with one of the materials and work independently. This gives the children the chance to deal intensively with something and promotes concentration. The materials also give the children the possibility of self-control, resulting in an increase of motivation. Try to set up an area at home, where your child can work quietly and concentrated. Use this ritual for your own daily life. The more we work together as preschool and family, the more we can achieve.

Following, please find some information and / or items needed for your child (ren) for the upcoming school year, as well as rules we have established, which serve the security and assurance of your child's learning and helps us to have a smooth course of the day.

Please...

- Bring your child (ren)'s Health Examination Certificate and Immunization Form DH 680, if you have not done so yet.
- Fill out the 'Child Questionnaire' and return it to the teacher.
- Have your child (ren) bring a healthy snack and lunch every day (please no artificial food coloring, candy and sweets!).
- Donations for our snacks, durable products, such as unsweetened cereal, pretzels, juice bottles, etc., are always welcome and greatly appreciated!
- Bring in a 'change of clothes' in a bag with the child (ren)'s name on it.
- Birthdays will be celebrated according to the 'Montessori Birthday Celebration'. The children are welcome to bring in any 'Birthday Treats' to share with their classmates.
- Class starts at 8:30 a.m., we kindly ask you to bring the children no later than 9:00 a.m. We will close the classroom doors from 9:00 – 9:30. Nobody can enter the classroom during the 30

minutes, since we perform the morning circle, a time of great educational value. Interruptions draw the children's attention away from the teacher and the learning process.

- During dismissal, the children will be accompanied to the door by the teacher, so that no unrest in the group comes up.
- Due to liability and safety reasons, and in order to ensure a continuous education, the 'German-American School' grounds are only to be used by the children under the supervision of teachers throughout the course of a school day. Please leave after dismissal.
- We have gymnastics every Monday at 9: 00 a.m. and ask all children to bring light exercise clothes.
- Our cubbies for the children are limited in space and we would like to ask you to bring only light blankets.
- Fridays is 'German School T-Shirt', toy and pizza day, please bring \$3.00, if you wish for your child to eat pizza.
- Please bring a refillable water bottle with your child's name clearly marked on it.
- Please have the children wear closed toe shoes, since the playground is covered in mulch and sand.
- Review our parent policy handbook and our yearly calendar with the holidays.

Our team of highly qualified teachers will accompany your children over the next year. If you have any questions or concerns, please do not hesitate to contact us.

Please call us in the morning, if your child will be absent. You can reach us at 954-391-9847 (school), or Svenja Iglesias (Director / Owner) at 954-288-7599.

Thank you for your cooperation.

We look forward to a fun and educational school year!



Svenja Iglesias
(Director/ Owner)



Preschool Enrollment Form

German – American – School of Ft. Lauderdale

4200 N 65th Ave. Davie 33024

954-391-9847 / germanschooffl@aol.com / www.germanschooffl.com

Date of Birth _____ Sex _____

Date of Enrollment _____

Child Name: _____

First

Middle

Last

Nickname

Address: _____

Mother Name _____

Father Name _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Employer _____

Employer _____

Work Phone _____

Work Phone _____

Cellular Phone _____

Cellular Phone _____

Social Security _____

Social Security # _____

Email _____

Email _____

Best way to contact: _____ Email _____ Call, or Text _____.

Medical Information:

I hereby grant permission for the staff of the German – American School, to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor _____ Address _____ Phone _____

Dentist _____ Address _____ Phone _____

Hospital Preference _____

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

Contacts:

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.

Name	Address	Work#	Home #	Cellular#
Name	Address	Work#	Home#	Cellular#
Name	Address	Work#	Home #	Cellular#
Name	Address	Work#	Home#	Cellular#

Custody: Mother _____ Father _____ Both _____ Other _____

SECURITY PASSWORD: _____

By signing below, you verify that all information on this enrollment form is complete and accurate.

Signature of parent/guardian / Date _____

ADMISSION AGREEMENT

I have read, understand, and agree to comply with all procedures, policies, and conditions set forth in the parent handbook presented by the German-American School of Ft. Lauderdale

Parent's Signature _____ Date _____

Director's Signature _____ Date _____

DISCIPLINARY APPROVAL

We, the parents of (child's name) _____ have read, understand, and approve of the disciplinary procedures implemented at the German-American School of Ft. Lauderdale

Parent's Signature _____ Date _____

Director's Signature _____ Date _____

ALTERNATE NUTRITION PLAN AGREEMENT

I understand and approve the use of the alternate nutrition plan. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs.

Breakfast Snack / Lunch/ PM snack

Parent's Signature _____ Date _____

EMERGENCY MEDICAL CARE AND FIRST AID

I hereby authorize the director and staff representing the German-American School of Ft. Lauderdale to give consent for any and all necessary emergency medical treatment/first-aid for my child (child's name) _____

While said child is in the center's custody.

Parent's Signature _____ Date _____

INFLUENZA VIRUS, THE FLU BROCHURE

My signature below verifies receipt of the brochure on Influenza, the flu, a guide to parents.

Parent's Signature _____ Date _____

PHYSICAL ACTIVITY PARTICIPATION

The German-American School of Ft. Lauderdale provides a positive environment in which physical activity and skill development are an integral part of a daily preschool routine both indoors and outdoors. If weather permits children will be participating in outdoor activities in the morning and afternoon for approximately 25-35 minutes. Outdoor physical activity will consist of unstructured movement activities (free play) which include dancing, running, jumping, leaping, hopping, catching/throwing etc. Children need to wear comfortable appropriate attire to school. Please only sneakers or close shoes must be worn daily. No open toe shoes or sandals will be permitted at school.

Parent's Signature _____ Date _____

KNOW YOUR CHILD CARE CENTER BROCHURE

Section 402.3125 requires that parents receive a copy of the 'KNOW YOUR CHILD CARE FACILITY' brochure.

Parent's Signature _____ Date _____

PHOTOGRAPHY CONSENT

We the parents of (child's name) _____ give permission for my child to be photographed and /or videotaped by teachers and staff of the German-American School of Ft. Lauderdale. I also agree to any local news organization approved by and accompanied by the director for purpose of public Relations or family enrichment.

Parent's Signature _____ Date _____

ASSESSMENT CONSENT

We the parents of (child's name) _____ give permission to the German-American School of Ft. Lauderdale and its staff/ representatives for my child to be assessed. The assessment results will be used to implement learning activities to support your child's development. Based on the screening results, you may also have an opportunity to receive a referral for additional services.

Parent's Signature _____ Date _____

FINANCIAL AGREEMENT

We the parents of (child's Name)_____ understand and agree to abide by the following financial terms and procedures:

1-Payment is to be made by the 10th of each month at the latest. Tuition is required in advance each month and is non-refundable. A late charge fee will be added to tuition received after the 10th of the month. Please make checks payable to German –American School of Ft. Lauderdale. A returned check fee will be charged in the event of insufficient funds.

2- The yearly registration fee is non-refundable. It is our policy not to make up, or refund class days missed due to illness, vacations, natural disasters etc. If you wish to have additional attendance days on a temporary basis, they may be available as space permits, for an hourly fee.

3-Tuition paid for the preschool is pro-rated as well and includes all holidays. Tuition between September and May is due in full on a monthly basis. We do not prorate or discount any absences due to illness or personal reasons or vacations.

4- All Delinquent accounts or returned uncollected checks will be submitted to the credit bureau and collection agency.

5- We need to be notified before the 1st of the month, if your child will be withdrawn or transferred from the program. Failure to do so will cause a financial obligation for the whole month.

6-Tuition between June and August can get paid on a daily, weekly or monthly basis. Each student's attendance days must be disclosed by the 1st of each month for the invoice to be written up.

7-Admission to school may be denied if you become 30 days past due and no previous arrangements have been made.

Parent's Signature _____

Director's Signature _____



'German –American School of Ft. Lauderdale'

'Lernen mit Kopf, Herz und Hand'

Child Questionnaire:

Child's name: _____ Nickname: _____ Sex _____

Date of birth: _____

Father's Name: _____

Mother's Name _____

Siblings and their ages: _____

Emergency Contact: _____ Relationship to child: _____

Person allowed removing child from school: _____

Primary language spoken at home: _____

Other languages spoken at home: _____

Are there any health problems or allergies that we should be aware of? _____

Does your child take medication regularly? _____ What? _____

Do you have any concerns regarding your child's development (i.e. speech, vision, hearing, motor development etc.)? _____

Do you restrict your child's diet in any way? _____

Has your child gone to preschool or day care before? _____ Please describe previous experiences. _____

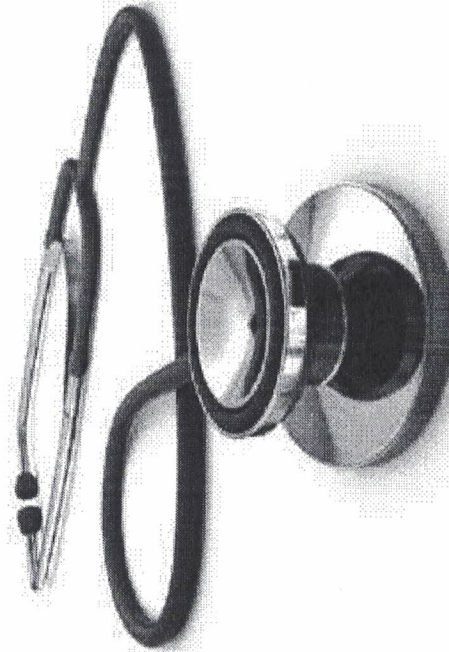
Has your child had prior Montessori experience? _____

Does your child have any hobbies, special interests, unusual capabilities or talents? _____

What are your educational goals for your child? In what areas do you hope to see the most progress (academically, socially, and emotionally). If you have any concerns what are they?

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/PI 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health

"The Flu"
A Guide
for Parents

INFLUENZA VIRUS



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.

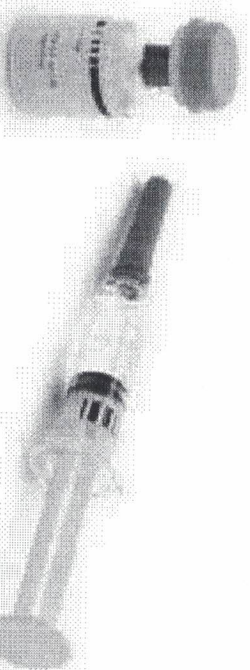


What should I do if my child gets sick?

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/>



SWIM Central Water Safety Education Questionnaire

Parents: Do you know that drowning is the leading cause of death among children?

Complete this form to receive information to protect your child from drowning.

Child's Name: _____ Date of Birth: _____

Parent Name: _____ Parent Signature: _____ Date: _____

Email (optional) _____

Your information is for the use of the Broward County Swim Central Program.

1. How would you rate your own swimming ability?

- ☐ Unable to swim
- ☐ Can swim a little, but NOT comfortable in deep water
- ☐ Able to swim for an extended period of time in deep water

2. Has your child ever received formal swimming lessons?

- ☐ Yes
- ☐ No, check all the reasons below that apply:
 - ☐ Do not know how to find information about swim lessons
 - ☐ Transportation problems
 - ☐ Swim lessons are not important
 - ☐ Lessons are too expensive
 - ☐ Schedule of lessons not convenient
 - ☐ We are too busy
 - ☐ Equipment such as swim suit, towel, goggles too expensive

3. Do you or a family member know how to perform CPR with rescue breaths?

- ☐ Yes
- ☐ No

4. Has your child's doctor talked to you about drowning prevention and water safety?

- ☐ Yes
- ☐ No

5. Would you redeem a \$40 coupon to apply to the cost of swim lessons for your child?

- ☐ Yes, visit [Water SMART Broward Swim Instruction](#) for details.
- ☐ No

PART ONE FOR OFFICE USE ONLY:

Broward Ordinance 2004, Section 7-8 requires parents/guardians to complete SWIM Central questionnaire and for Child Care Facilities to mail or fax a copy to SWIM Central. Also required is a copy of this form to be placed in each child's file to be monitored by the staff of the local licensing agency.

Facility Name: _____ Facility License #: _____

Documentation of the original form via fax or mail is required, indicate below:

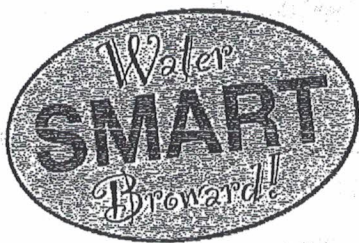
Date form faxed: _____ or, date mailed: _____

Fax: 954.357.8077

SWIM Central
3700 NW 11th Place
Lauderhill, FL 33311

Form and educational handout for parent distribution can be downloaded: [Water SMART Broward](#)

Drowning is the #1 Cause of Death Among Children Ages 1 to 4



Facts You Need to Know About Drowning

- The main cause of drowning can be directly traced to an action or inaction by a parent or adult. Good people can make small mistakes that have tragic consequences.
- Most parents of a drowning victim say, "I can't believe this happened to my child." They never realized how quickly a drowning incident could become their reality.
- Most children pulled from the water during a drowning incident are wearing regular clothes - not a swim suit.

Simple Steps Save Lives

Supervision

- Supervising your children means eyes on them, and giving your full attention.
- Do not rely on responsible behavior from an older child or other adults.

Extra Layers of Protection *if Supervision Fails*

- Install door alarms to alert the household should a child possibly leave the home unsupervised.
- Use an "isolation" fence to separate pool area from the house and rest of the backyard.
- Use self-closing gates that self-latch.
- Clear the area around the fence for objects children could use to climb over.
- Learn to swim: parents and child.

Be Aware of All Water Hazards

- These include bathtubs, garden ponds, swimming pools, buckets/containers of water, canals, lakes, and beaches.

Know How to Respond to an Emergency

- Learn CPR.
- Remove the child from the water immediately.
- Call 9-1-1, begin CPR.

Talk to Your Child

- "Don't go near a pool or other water without an adult."
- "If you see someone in trouble in the water, don't jump in to help! Run, get an adult."
- "If you fall into a pool, turn in the water, find the wall, and climb out or yell for help." Practice this technique in the pool.

Take Action Now and Think, "I know this could happen to my child, and I will do whatever it takes to prevent it."

- Enroll your child (and yourself) in swim lessons.
- Learn CPR with rescue breaths.

To learn about available coupons for swim lessons, location of swim classes and CPR training, visit: [Water SMART Broward](#)



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: 50073

License Issued on 1/1/21

License Expires on 12/31/21

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

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 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.
- ☐ 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 inbuilt 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.

