



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

'German-American School of Ft. Lauderdale'

www.germanschoolfl.com

Tel.: 954-288-7599

'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 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 have 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 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 concentrate. Use this ritual for your own daily life. The more we work together as a 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.
- 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 \$4.00, 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, or through the Procure App.

Thank you for your cooperation.

We look forward to a fun and educational school year!



Svenja Iglesias
(Director/ Owner)



German - American
School of Ft. Lauderdale

Preschool Enrollment Form
German – American – School of Ft. Lauderdale
4200 N 65th Ave. Davie 33024
954-391-9847 /germanschoolfl@aol.com / www.germanschoolfl.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 _____

DISTRACTED ADULT BROCHURE

In accordance with the Department of Children and Families Florida Administrative Code 65C-22.001, parents attending a licensed early childhood program, must be provided 'Distracted Adult' information. The flyer accompanying this form was developed by the Office of Family Community Services Prevention Unit. It provides guidance for preventing accidents or incidents related to distractions when getting in and out of a vehicle. Please sign below to acknowledge receipt of the flyer.

Parent's Signature _____ Date _____



PARENTAL / GUARDIAN CONSENT FOR ACCESS TO CHILD'S RECORD

I, the undersigned parent or legal guardian of _____, at this moment, grant permission for authorized childcare personnel of the 'German – American School of Ft. Lauderdale' to access and review my child's records as necessary to support and enhance my child's health, safety, and educational experience.

I understand that this information will be handled with confidentiality and accessed only by staff members who require it to fulfill their professional responsibilities.

We prioritize the health and well-being of all children in our care. At the time of enrollment, we would like to let you know that some children in our facility may have immunization exemptions as state and local regulations require it. Our staff is committed to following best practices to create a safe and healthy environment for everyone.

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 _____ Social Security# _____
_____ Social Security # _____

Director's Signature _____



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'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? _____

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

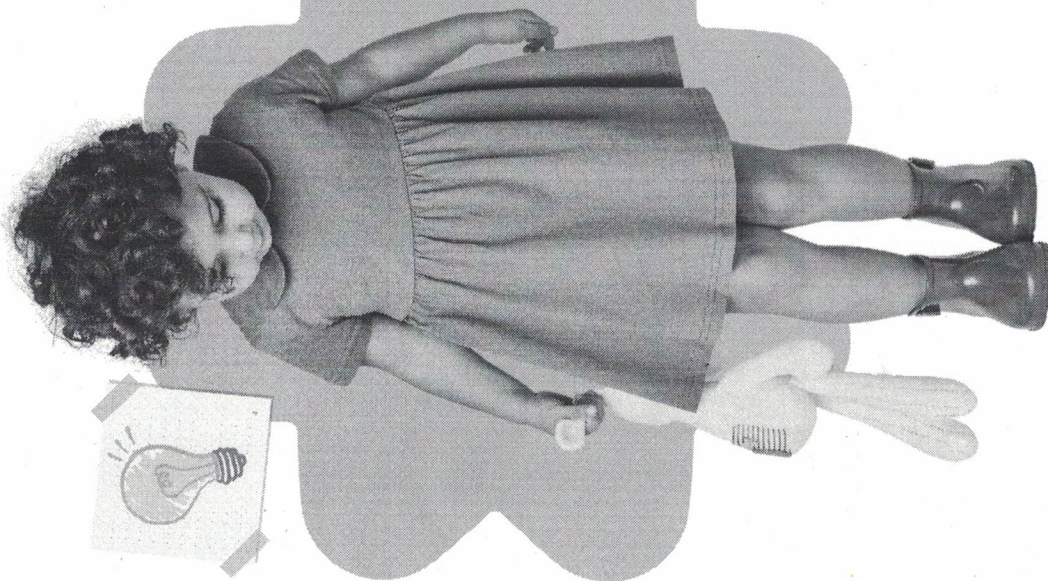
- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.



For additional information, please visit www.myflfamilies.com/childcare 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



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

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

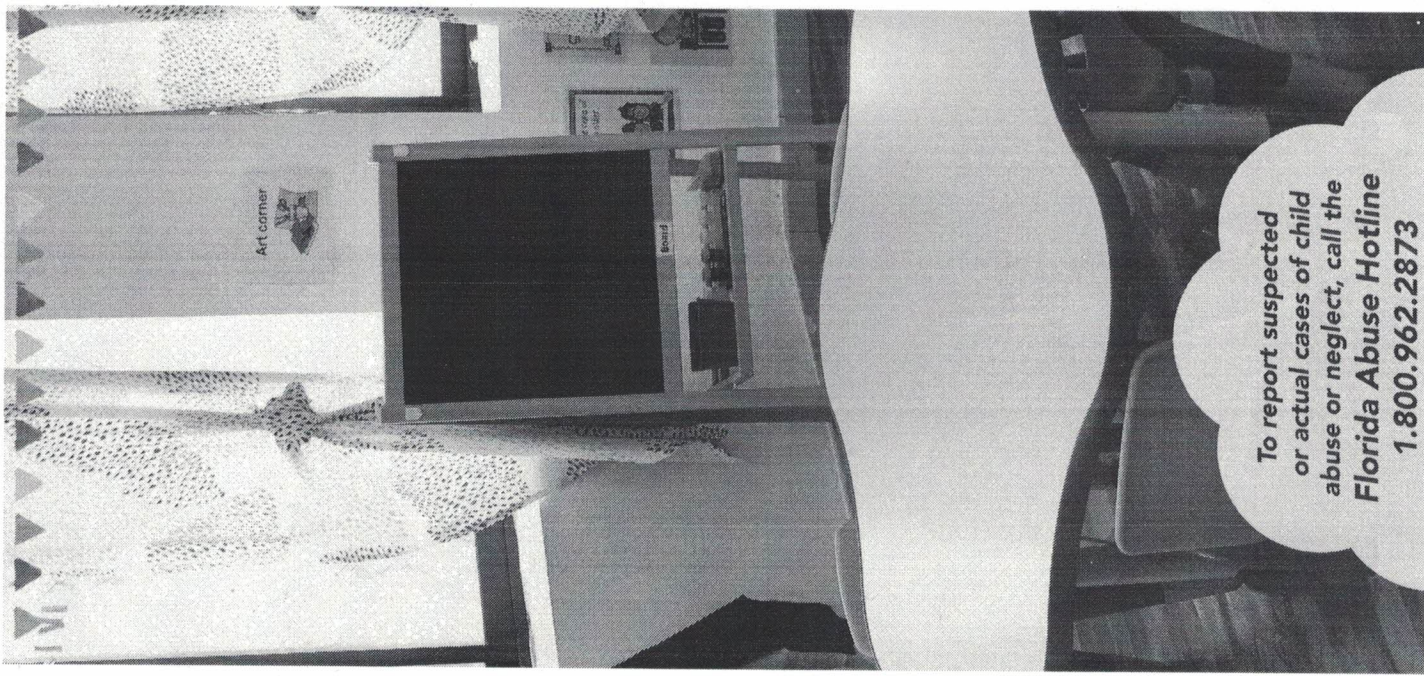
Maintain accurate records that include:

- 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



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.

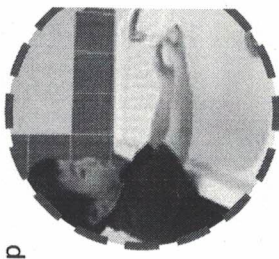
CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- 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.

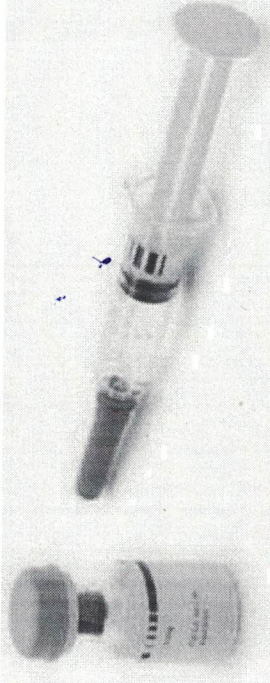


When should my child stay home from child care?

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/>

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:



"The Flu"
A Guide
for Parents

CF/PI 175-70, June 2009

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

INFLUENZA VIRUS

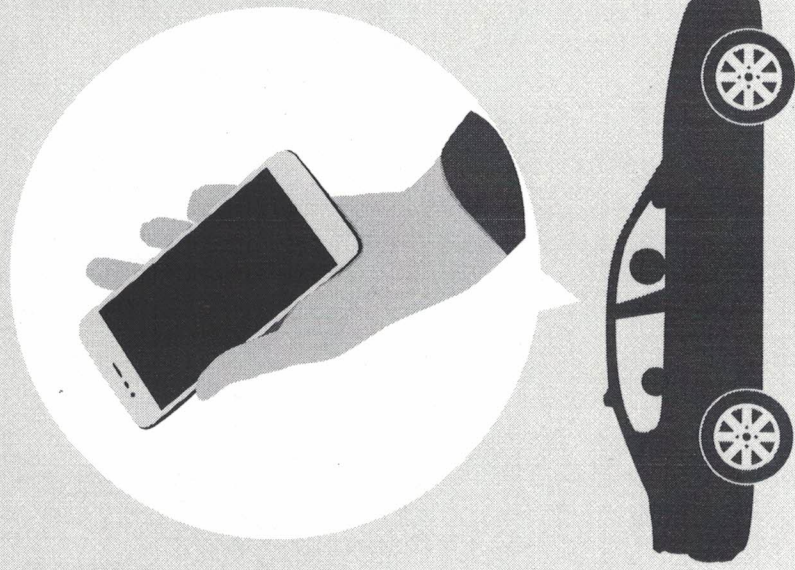
A change in daily routine,
lack of sleep, stress,
fatigue, cell phone use, and
simple distractions are some
things parents experience and
can be contributing factors as
to why children have been left
unknowingly in vehicles...



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

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WHEN LIFE HAPPENS... DON'T BE A DISTRACTED ADULT





Distraction Prevention Tips:

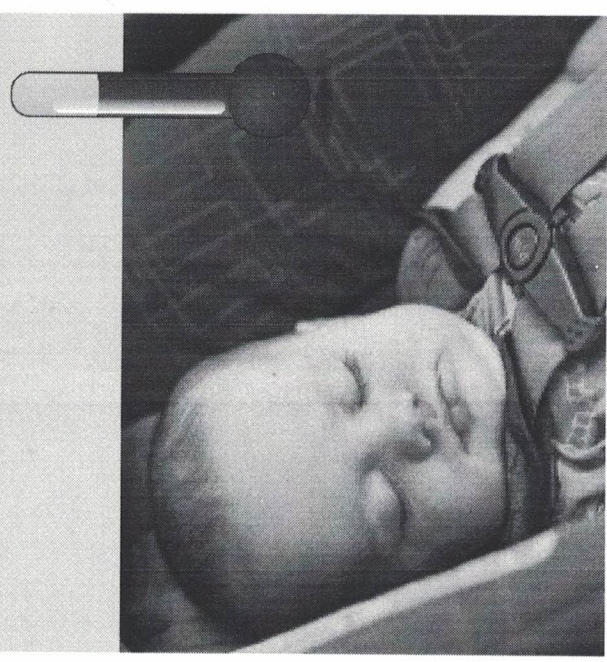
- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.

Facts About Heatstroke:



- ⚠️ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.
- ⚠️ Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.
- ⚠️ The body temperature of a child increases **3 to 5 times faster** than an adult's body.



Getting In; Getting Out...



Check Behind The Car

- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE,** walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK, OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In; Getting Out...



Check the Back Seat

- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911 IF YOU SEE ANY CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services