

Resilient Environment Department
Consumer Protection Division
Child Care Licensing and Enforcement Section
1 North University Drive • Plantation, Florida 33324 • 954-357-4800

CHILDREN'S FILE CHECKLIST

#1 Enrollment Form, or its equivalent with date of birth, date of enrollment, and parent/guardian signature included	d
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 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 Procare App.

Thank you for your cooperation.

We look forward to a fun and educational school year!

Svenja Iglesias (Director/ Owner)



Signature of parent/guardian / Date

Preschool Enrollment Form

German – American – School of Ft. Lauderdale 4200 N 65th Ave. Davie 33024

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

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nild Name: _	1.9%					
ddress:	First	Middle	Last		Nickname	
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ADMISSION AGREEMENT

I have read, understand, and agree to comply with parent handbook presented by the German-Americ	all procedures, policies, and conditions set forth in the
Parent's Signature	
Director's Signature	
**********	*
We, the parents of (child's name) have read, using lemented at the German-American School of Ft.	understand, and approve of the disciplinary procedures
Parent's Signature	Date
Director's Signature	Date
***********	************
ALTERNATE NUTRI	FION PLAN AGREEMENT
	Date
EMERGENCY MEDIC	AL CARE AND FIRST AID
I hereby authorize the director and staff representing to give consent for any and all necessary emergency	g the German-American School of Ft. Lauderdale medical treatment/first-aid for my child (child's name)
While said child is in the center's custody.	
Parent's Signature	Date

My signature below verifies receipt of the brochure of	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.

Date

Parent's Signature

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*********	****************	*****
KNOW YOUR	CHILD CARE CENTER BROCHURE	
Section 402.3125 requires that par brochure	ents receive a copy of the 'KNOW YOUR CHILD CARE FACILITY"	fc.
Parent's Signature	Date	
*********	*****************	******
	DISTRACTED ADULT BROCHURE	
	nt of Children and Families Florida Administrative Code 65C-22 childhood program, must be provided 'Distracted Adult' inform	
The flyer accompanying this form	was developed by the Office of Family Community Services Pre	evention
	enting accidents or incidents related to distractions when getti	ing in and
out of a vehicle. Please sign below	to acknowledge receipt of the flyer.	
Parent's Signature	Date	

PARENTAL / GUA	RDIAN CONSENT FOR ACCESS TO CHILD'S RECORD	
, the undersigned parent or legal gua	ardian of, at this momer	nt, grant
permission for authorized childcare p	personnel of the 'German – American School of Ft. Lauderdale'	to access
	essary to support and enhance my child's health, safety, and	
educational experience.	ll be handled with confidentiality and accessed only by staff m	ambana
who require it to fulfill their profession	- 10 - 11 (C) - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	embers
	ng of all children in our care. At the time of enrollment, we wo	ould like
	our facility may have immunization exemptions as state and I	
regulations require it. Our staff is cor environment for everyone.	nmitted to following best practices to create a safe and health	У
Parent's Signature	Date	
******	***************	*****

PHOTOGRAPHY CONSENT

We the parents of (child's name) give permission for my child to be photo by teachers and staff of the German-American School of Ft. Lauderdale. I organization approved by and accompanied by the director for purpose centrichment.	also agree to any local news
Parent's Signature Date	=
*****************	*******
ASSESSMENT CONSENT	
We the parents of (child's name)give permission to the German-Ameri	can School of Ft. Lauderdale
and its staff/ representatives for my child to be assessed. The assessmimplement learning activities to support your child's development. Based may also have an opportunity to receive a referral for additional services.	ent results will be used to
Parent's Signature Date	
· · · · · · · · · · · · · · · · · · ·	
****************	********
FINANCIAL AGREEMENT	
We the parents of (child's Name)understa abide by the following financial terms and procedures:	nd and agree to
1-Payment is to be made by the 10th of each month at the latest. Tuition is month and is non-refundable. A late charge fee will be added to tuition recementh. Please make checks payable to German –American School of Ft. Lau 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 missed due to illness, vacations, natural disasters etc. If you wish to have ad on a temporary basis, they may be available as space permits, for an hourly 3-Tuition paid for the preschool is pro-rated as well and includes all holidays September and May is due in full on a monthly basis. We do not prorate, or due to illness or personal reasons or vacations. 4- All Delinquent accounts or returned uncollected checks will be submitted than collection agency. 5- We need to be notified before the 1st of the month, if your child will be with from the program. Failure to do so will cause a financial obligation for the whole 6- Tuition between June and August can get paid on a daily, weekly or month student's attendance days must be disclosed by the 1st of each month for the up. 7- Admission to school may be denied if you become 30 days past due and not arrangements have been made. Parent's Signature	up, or refund class days ditional attendance days fee. s. Tuition between discount any absences to the credit bureau hdrawn or transferred ole month. fully basis. Each invoice to be written
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:	4 V	
Mother's Name		
Siblings and their ages:		
Siblings and their ages: Emergency Contact:	Relationship to	o child:
reison anowed removing child in	on school.	
Primary language spoken at home	e:	
Other languages spoken at home	* <u></u>	
Other languages spoken at home Are there any health problems or	allergies that we should be	e aware of?
	*	
Does your child take medication	regularly? W	hat?
Do you have any concerns regard	ling your child's developme	ent (i.e. speech, vision, hearing,
motor development etc.)?		
Do you restrict your child's diet in	ı any way?	
Do you restrict your child's diet in Has your child gone to preschool experiences.	or day care before?	Please describe previous
Has your child had prior Montess		
Does your child have any hobbies	s, special interests, unusual	capabilities or talents?
What are your educational goals	for your child? In what area	as do you hope to see the most
progress (academically, socially, a	and emotionally). If you hav	ve any concerns what are they?
		v -

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 faciliated.
- 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, confortable, and child-friendly.
 - Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare

Department of Children and Families in consultation with the Department of Health.

This brochure was created by the





KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

which include, but are not limited to, the following: sursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., every licensed child care facility must meet the ninimum state child care licensing standards

- 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
- Maintain minimum staff-to-child ratios.

Health Related Requirements

:mergency 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.

Age of Child

1 year old 2 year old 3 year old ntant

11:1 15:1

5 year old and up

4 year old

Child: Teacher Ratio

furnishings.

Practice proper hand washing, toileting, and

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

1.800.962.2873

Training Requirements

- 40-hour introductory child care training.
- training or 5 clock hours of training in early 0.5 continuing education unit of approved literacy and language development. 10-hour in-service training annually.
- Director Credential for all facility directors.

Food and Nutrition

nutritional needs of the children (if meals are provided). Post a meal and snack menu that provides daily

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
 - Provide isolation area for children who become ill.

diapering activities.

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on Influenza Virus, The Flu, A Guide to Parents:

Name:

Child's Name:

Date Received:

Signature:

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

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

- Has a high fever or fever that lasts a long time
 - Has trouble breathing or breathes fast
 - · Has skin that looks blue
 - · Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: http://www.cdc.gov/flu/

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



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:

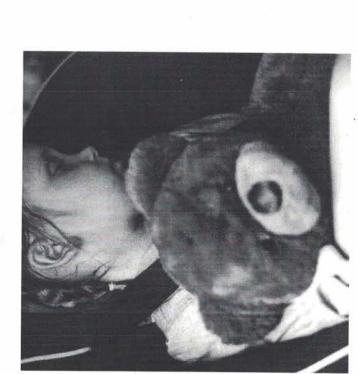


for Parents

"The Flu" A Guide

This brochure was created by the Department of Children and

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...

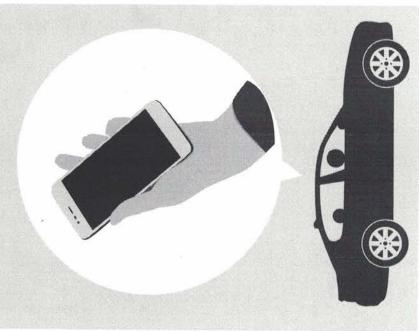




For additional information, please visit www.myffamilies.com/childcare or contact your local licensing office.

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

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 carl
- 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

- 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.
- device to make sure you dropped your child off • Set a calendar reminder on your electronic 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.



Facts About Heatstroke:



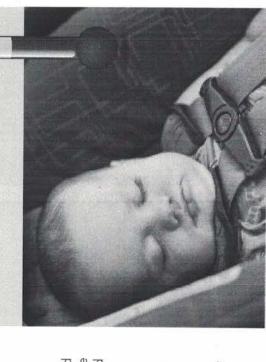
It only takes a car 10 minutes to heat up 20 degrees and become deadly.



vehicle can cause heatstroke. Even with a window cracked, the temperature inside a



child increases 3 to 5 times The body temperature of a faster than an adult's body.



homes and large family child care homes to provide parents, during the months of April and September each During the 2018 legislative session, a new law was passed that requires child care facilities, family day care 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.

Getting In; Getting Out...



COMP MERCH

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 III....

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