



Classical Preparatory Early Academy

Traditional Education. Transformational Learning.



Pre-K 3 Enrollment Checklist

In order to enroll your scholar in our 2020-2021 Early Academy program, you will need to confirm the seat offered to you in the lottery and then bring the following documents to our Early Academy campus:

- Application for Enrollment (2 pages)
- Financial Agreement (2 pages)
- Tuition Express Form
- Emergency Card
- Signed H1N1/Flu Information Form
- Discipline Policy (2 pages)
- Potty Training Policy
- Photography Consent Form
- Permission for food-related activities and special occasion food consumption
- Current Physical and Immunization Records
- Authorization for Medication Form, if applicable
- Original Custody / Legal Papers, if applicable
- Program Fee - Check or money order made payable to Classical Prep (varies based on the program, please refer to the financial commitment.)
- Acknowledgement of online Parent Handbook (please initial here)

Incomplete packets will not be accepted.

**Completed packets can be returned to the front office
between 8:30 a.m. to 6:00 p.m.**

Office Use Only:

Check # _____/Money Order Staff: _____ Date: _____



State of Florida
Department of Children and Families
CHILD CARE APPLICATION FOR ENROLLMENT

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 Sa Su

Family Information: Child Lives With:

Mother's Name: Father's Name:

Address: Address:

Home Phone: Home Phone:

Employer: Employer:

Address: Address:

Work Phone: /Cell: Work Phone: /Cell:

Custody: Mother Father Both Other

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: Address: Phone:

Doctor: Address: Phone:

Dentist: Address: Phone:

Hospital Preference:

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

Emergency Care Plan instructions (if applicable):

Emergency 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#

Name Address Work# Home#

Name Address Work# Home#

Name	Address	Work#	Home#
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Helpful Information About Child:

- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
- Section 8.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, 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 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Signature of Parent/Guardian

Date



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2020-2021 Financial Agreement Tuition and Program Fees

Parents enrolling their child(ren) into Classical Prep Early Academy must agree to the following terms as part of enrollment.

2020-2021 Program	Hours	Annual Tuition Rate*	Monthly Tuition Rate*	Program Fee**
Toddlers	7:00 a.m. - 6:00 p.m.	\$7,900.00	\$790.00	\$100.00
Pre-K3	7:00 a.m. - 6:00 p.m.	\$7,100.00	\$710.00	\$150.00
Pre-K3	8:00 a.m - 3:00 p.m.	\$5,200.00	\$520.00	\$150.00
VPK	7:00 a.m. - 6:00 p.m.	\$7,100.00	\$710.00	\$225.00
VPK	8:00 a.m - 3:00 p.m.	\$5,200.00	\$520.00	\$225.00
VPK	8:00 a.m. - 11:00 a.m.	Free with voucher	Free with voucher	\$0
VPK	12:00 p.m. - 3:00 p.m.	Free with voucher	Free with voucher	\$0

Daily drop-in rate is \$15.00/hour. Advanced notice of 48 hours is required.

***Tuition Rates:** Tuition can be paid annually or on a monthly basis and is established by calculating expenses associated with ensuring each child thrives in his/her learning environment with a content-rich curriculum. A 3% transaction fee will be added to monthly tuition if paid using a debit or credit card.

****Program Fee:** A non-refundable annual program fee is due at the time of registration.

*A sibling discount of 5% will be applied to the oldest child enrolled **OR** Receive a discounted rate of 5% off total yearly rate if payment is received before June 1, 2020.*

I agree to pay tuition in a timely manner. I understand the Early Academy's tuition is based on a 10-month school year. I also understand that if I choose to pay the full tuition in one payment prior to June 1, 2020, a discount will be given on the tuition portion of fees.

Signature _____

Date _____

For Office Use Only:	
Program:	Monthly Tuition Rate:



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- **FREE VPK:** The program is free of charge and 100% covered by a VPK Voucher from the state of Florida. Your child's VPK Voucher **must** be turned in at the time of registration. Should you not turn in the voucher, the full cost of tuition, \$270 monthly, will be the responsibility of the parent/legal guardian. It is your sole responsibility to obtain a VPK Voucher from the state of Florida, Pasco County. If you do not supply a voucher to Classical Prep Early Academy, you will take full responsibility for the tuition payment of \$270 per month that the Voucher covers. Please initial here to state that you understand these terms and conditions. _____
- **VPK:** The State of Florida's VPK Program allows for three absences per month. After the third absence, the parent/legal guardian is responsible to pay the VPK's daily rate of \$13.35 for each day his/her child misses for the remainder of the month, unless the absence is due to an emergency or illness. Upon the child's return to school, a doctor's note must be provided. An invoice will be provided to you if there is an outstanding balance on the last day of the month. Payments must be received by the 5th of the following month otherwise your child will not be able to return until the balance is paid in full. _____
- **PROGRAM FEE:** A NON-REFUNDABLE Program Fee, is required to secure your child's spot for the 2020/2021 school year. If you choose to unenroll your child, at any time during the school year this fee shall be forfeit. Please initial here to state that you understand these terms and conditions. _____

Toddler Program Fee - \$100.00 ● Pre-K 3 Program Fee - \$150.00 VPK Full-Time (7-6 or 8-3) Program Fee - \$225.00

- **MONTHLY TUITION:** Tuition can be paid annually or on a monthly basis. Monthly tuition is paid the months of July-April. This breakdown of the annual tuition is in 10 equal monthly payments. Should you un-enroll at any time you forfeit that month's tuition. The amount of days your child is in school in any given month has no bearing on your monthly tuition payment plan. Please initial here to state that you understand these terms and conditions. _____
- **PAYMENTS:** All tuition is due on the 1st of each month starting July 1st and considered late if not paid by the 5th of the month. Accounts will be charged a late fee of \$50.00 if not paid by the 5th or if payment is declined at the time it is charged. We will only accept payments through our automated billing system with a checking account (no cash or checks will be accepted). A 3% transaction fee will be added to monthly tuition if paid by a debit or credit card. Your child will be unable to attend school if there is unpaid tuition. Please initial here to state that you understand these terms and conditions. _____
- **PROGRAM CHANGE AND WITHDRAWALS:** Parents are required to give the front office a two-week written notice if they choose to disenroll their child(ren) from Classical Prep Early Academy. Parents must also give a two-week written notice for any request to change their child(ren)'s program/classroom. Requests will only be granted if space allows due to student and teacher ratios. Any tuition adjustments will be made the following month. No refunds will be given once tuition for the month is paid. If you disenroll your child(ren) after tuition is paid for the month, it will not be refunded. You will be notified either way once programming is reviewed. Please initial here to state that you understand these terms and conditions. _____
- **LATE POLICY:** Classical Prep Early Academy closes promptly at 6:00 p.m., if you arrive after 6:05 p.m., or after your child(ren)'s program hours, a \$1 per minute charge will be added to your account. Upon arrival, you will be asked to sign an Early/Late Fee Form that states the time you picked your child(ren). Please initial here to state you understand these terms and conditions. _____

I acknowledge that I have read and understand the above listed policies and agree to adhere to the policies as stated:

Student Name and DOB: _____ Date: _____

Parent Signature: _____ Print Name: _____



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature



CLASSICAL PREPARATORY 2020-21 EMERGENCY CARD

Student _____ DOB _____ PROGRAM _____
Primary Phone _____
Home Address _____ City _____ Zip _____
Parent/Guardian _____ Parent/Guardian _____
Cell Phone _____ Cell Phone _____
Email Address _____ Email Address _____
Employed By _____ Employed By _____
Work _____ Work _____

Person(s) who will care for the child in case the parent/guardian cannot be reached; these individuals may sign my child out (photo I.D. required):

Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____

First and last names of brothers/sisters attending Classical Preparatory _____

Person(s) who MAY NOT legally contact or remove my child from school (provide legal documentation)

List any medication(s) your child is currently taking (at home or school)

List all health problems and/or allergies (food, medication, sting, etc.) even if previously reported

Parent/Guardian must notify the school cafeteria of food allergies or special nutritional needs of the student. It is the parent/guardian's responsibility to keep the school updated with new information and contact numbers.

PARENTAL CONSENT

In case of an accident or serious illness, I want to be contacted by the school. If the school is unable to reach me, I hereby authorize the school to contact the physician or dentist indicated below and to follow his/her instructions. If it is impossible to contact this physician or dentist, the school will take whatever actions are necessary to provide care and treatment for my child, and exchange medical information with the provider as necessary to support the continuity of care for my child. I agree to pay all expenses incurred by the handling of this emergency care. In case of an accident or illness where immediate treatment of my child is not indicated, but where he/she is unable to remain at school, I request that one of the persons listed on the reverse side of this form be contacted and requested to care for my child until I can be reached.

I authorize the District School Board of Pasco County to release and exchange my child's confidential information (e.g., student name, records, and information related to services provided) to agencies of the state of Florida which would allow the District to verify Medicaid eligibility, bill Medicaid for reimbursable Certified School Match services referenced on my child's individualized educational plan (IEP), and receive Medicaid reimbursement for Exceptional Student Education (ESE) services it provides to my child while at school. I understand that my child will continue to receive services referenced on his/her IEP whether or not I give consent.

Physician's Name _____ Phone _____
Hospital Preference _____ Phone _____
Dentist's Name _____ Phone _____

My signature indicates my parental consent, understanding, and agreement.

PRINT-- PARENT/GUARDIAN NAME _____ DATE _____

PARENT/GUARDIAN 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: _____
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/> or <http://www.immunizeflorida.org/>

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.

INFLUENZA VIRUS

**"The Flu"
A Guide
for Parents**





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Discipline Policy

At Classical Preparatory Early Academy, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is exhibiting harmful behavior, they may be asked to sit next to the teacher or by himself or herself until he/she has gained control. Discipline will not be associated with food, rest, toileting, or active play time. Under no circumstances will there be any form of physical punishment. Upon rejoining the group, the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. These instances will be seen as teachable moments to encourage and help the development of social/emotional skills.

If a child's behavior causes serious harm to self/others or is repeatedly disruptive of the classroom environment, the following steps will be taken:

Step One: Parents will be contacted to attend a conference with the teacher and/or Director to inform them of the child's behavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed.

Step Two: A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teacher, parents, and the Director. We will use all resources available to resolve the problem. Any major incidents or behaviors that result in harm to self/others that occur during this time period will result in the parent being asked to withdraw the child from the school immediately.

Step Three: If the teacher and/or director documents satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs that we cannot meet. At this time, the parent will be asked to make other arrangements for their child.

Electronic Devices and other Prohibited Items

IPods or other portable music players, video cameras, phones, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only to the parents upon their request.

Photography and Public Internet Postings

1. The name and crest of Classical Preparatory School are the property of the school and may be used only for official school business. Any Classical Prep student who, without written permission from the Director, posts the crest or logo of Classical Prep on the Internet or in



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any other public forum for purposes of identifying themselves or other students is subject to school disciplinary action.

2. All personal photography is banned on campus unless permission for it has been obtained, in writing or oral, from the Director. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written or oral permission from the Director. No photos of minors may be publicly displayed without the consent of the parents. Any Classical Prep student found to be in violation of these rules is subject to school disciplinary action.

3. Any public display or posting by a Classical Prep student, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another student, teacher, or other member of the school community is in violation of the standards of Classical Preparatory School and is subject to school disciplinary action.

Policy on Harassment, Intimidation, or Bullying of Students

Classical Preparatory School prohibits acts of harassment, intimidation or bullying of students. "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

(a) Harms the student or damages the student's property, or threatens personal harm or damage to his property;

or (b) Insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The Director is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Director will determine whether an alleged act constitutes a violation of this policy. In so doing, the Director shall conduct a prompt and thorough investigation of the alleged incident.

I have received a copy of the discipline policy that included expulsion policies and procedures.

Signature

Date



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Potty Training Policy

In order for any child to attend Classical Preparatory Early Academy each child must be able to use the restroom independently with little to no assistance (assistance excludes wiping child after toileting, changing soiled clothes, reminding child he/she must use the restroom to prevent an accident). Our facility is not designed for diaper changing nor is it a toilet training facility. However, we do understand that accidents happen. Our policies on accident regulations, if they should occur, are;

Observation Occurrence Sequences

- ☐ **Observation Sequence 1).** If a child has one or more accidents within three consecutive days, said child will be sent home for the remainder of the day of the last occurrence. Also a phone conference with the teacher and/or director will be mandatory for the child to return to school the following day. Conference is set upon the availability of the teacher and/or director. Child will have a probationary period upon returning to school. Probation details will be discussed during conference/or at early pick up time that day. Observation form and a probation agreement must be signed prior to child returning to school.
- ☐ **Observation Sequence 2).** If a child has five or more accidents within a week, then said child will be sent home for the remainder of the day of the last occurrence following a three day minimum suspension from school (excluding holidays or weekends). An observation form must be signed before returning to school. A mandatory conference will be scheduled with the teacher and director present. The child will have a probationary period upon returning to school. Probation details will be discussed during the conference. A probation agreement must be signed during the conference.
- ☐ **Observation Sequence 3).** If a child shows no improvement in his/her toileting or is having regular accidents on a daily basis. This confirms that the child is not toilet trained there for results as a phone call home and dismissal from the school. If the teacher and director feel the child cannot use the restroom independently, the director may skip Observation Occurrence Sequences 1 & 2.

I, parent/guardian of _____, understand that Classical Preparatory Early Academy requires all children who attend to be able to use the school lavatories independently.

I, _____ also understand that if my child is not toilet trained upon starting Classical Preparatory Early Academy that my child, _____ will be subject to immediate dismissal at the discretion of the Director at any time. By signing below I am stating I have read the terms and conditions of the toileting policy for Classical Preparatory Early Academy and I agree.

Signature

Print/relationship

Date



Photography Consent Form

Dear Parent/Guardian As the parent of a child at Classical Preparatory School, I agree to the following: I understand that my child may be photographed at Classical Preparatory School during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

Parent/Guardian Name:		Relationship To Child:	
Child Name:			
Address:			
City:	State:	Zip:	
I give permission for my child to be photographed, or their images recorded for print or electronic use in promoting our child care services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.			
Parent/Guardian Signature:		Date:	

Permission for *Food-related Activities & Special Occasion* Food Consumption

Pursuant to 65C-22.005(1)(c)2., F.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/decline permission for my child _____
(Parent or Guardian) (circle one) (Child's Name)

to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

___ 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)

(Date)