



Classical Preparatory Early Academy

Traditional Education. Transformational Learning.



Twos Enrollment Checklist

In order to enroll your scholar in the Early Academy Twos program for the 2021-22 school year, you will need to bring the following items and program fee to our Early Academy campus:

- Application for Enrollment (2 pages)
- Financial Agreement (2 pages)
- Emergency Card
- Signed H1N1/Flu Information Form
- Signed Distracted Driver Sheet
- Discipline Policy (2 pages)
- Photography Consent Form
- Permission for food-related activities and special occasion food consumption
- Current Physical (must be dated within 1 year of the first day of school)
- Most recent 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 (amount varies based on the program, please refer to the financial commitment.) Payments can also be made on our website under the Early Academy tab in the Admissions section
- Acknowledgement of online Family Handbook (please initial here)

Incomplete packets will not be accepted.

Completed packets can be returned to the front office between the hours of 8:30 a.m. and 5:30 p.m.

Office Use Only:

Check or card _____ Staff: _____ Date: _____



Classical Prep Early Academy

Child Care Application for Enrollment

Student Information: Date of Birth: _____ Gender: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

Program _____ Primary Hours of Care (7-6 programs) _____

Family Information: Child Lives With: _____ Custody: Mother__ Father__ Both __ Other _____

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Relationship to the child: _____ Relationship to the child: _____

Address: _____ Address: _____

City State Zip Code

City State Zip Code

Home/Cell Phone: _____

Home/Cell Phone: _____

Email Address: _____

Email Address: _____

Employer: _____

Employer: _____

Work Phone: _____

Work Phone: _____

Medical Information:

I hereby grant permission for the Staff of this facility to contact the following medical personnel to obtain Emergency medical care of warranted.

Doctor: _____ Address: _____ Phone: _____

Doctor: _____ Address: _____ Phone: _____

Dentist: _____ Address: _____ Phone: _____

Hospital Preference: _____

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

Emergency Care Plan instructions including symptoms, medication, and notification in the event of an actual emergency (if applicable):

If there are special medical needs, a separate Emergency Care Plan will need to be filled out by Parent/Guardian and Physician.

Emergency Contacts:

Child will be released only to the Custodial parent(s) or legal guardians(s) and the persons listed below. The following people will 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(s) or legal guardian(s) cannot be reached.

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

Address: _____

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

Address: _____

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

Address: _____

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

Address: _____

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 7.3, C.3 of the Child Care Facility Handbook, requires that parents are provided food and nutrition policies used by the child care facility.

• 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.

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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2021-22 Financial Agreement

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

2021-22 Program	Hours	Monthly Tuition Rate*	Program Fee**	Please initial program selection
Twos (EA academic calendar)	7:00 am - 6:00 pm	\$800.00	\$150.00	
Twos (+holiday care)***	7:00 am - 6:00 pm	\$885.00	\$150.00	
PreK3 (EA academic calendar)	7:00 am - 6:00 pm	\$720.00	\$175.00	
PreK3 (+holiday care)***	7:00 am - 6:00 pm	\$796.00	\$175.00	
PreK3 (EA academic calendar)	8:00 am - 3:00pm	\$530.00	\$175.00	
PreK3 (+holiday care)***	8:00 am - 3:00pm	\$605.00	\$175.00	
VPK (EA academic calendar)	7:00 am - 6:00 pm	\$710.00	\$225.00	
VPK (+holiday care)***	7:00 am - 6:00 pm	\$785.00	\$225.00	
VPK (EA academic calendar)	8:00 am - 3:00 pm	\$520.00	\$225.00	
VPK (+holiday care)***	8:00 am - 3:00 pm	\$595.00	\$225.00	
FREE AM VPK	8:00 am - 11:00 am	Free 540 hour program with voucher	\$0	
FREE PM VPK	12:00 pm - 3:00 pm	Free 540 hour program with voucher	\$0	

***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 2.9% transaction fee will be added to monthly tuition if paid using a debit or credit card.

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

***** Holiday Care:** Offered from 7:00am-6:00pm. Please refer to the Holiday Care calendar for days care will be available.

A sibling discount of 5% will be applied to the oldest child enrolled OR receive a discounted rate of 5% off the total yearly rate if annual tuition is paid in full before June 1, 2021.

Teacher/Child Ratios: Below are the suggested ratios from the Department of Children and Families. Early Academy meets or exceeds these recommendations

Age	Teacher	Children
2 years	1	11
3 years	1	15
4 years	1	20
VPK (instructional hours only)	1	11

For Office Use Only:	
Program:	Monthly Tuition Rate:



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- **FREE VPK:** This 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 in any given month, 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. Upon enrolling, you will be required to set up a brightwheel account to be charged should there be an outstanding balance on the last day of the month. Payments must be received through brightwheel 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 and NON-TRANSFERRABLE Program Fee, is required to secure your child's spot for the 2021-22 school year. If you choose to disenroll 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.

Twos Program Fee - \$150.00 ● Pre-K 3 Program Fee - \$175.00 ● 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 if enrolled prior to July 31st. This breakdown of the annual tuition is in 10 equal monthly payments. For any child enrolled after July 31st, tuition will be paid monthly from the month the child starts through May that school year. 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 or debit/credit card (no cash or checks will be accepted). A 2.9% transaction fee will be added to 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 and classroom capacity. 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) up. Please initial here to state you understand these terms and conditions.

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, 2021, a 5% discount will be given on the tuition portion of fees.

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: _____



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Classical Prep Early Academy 2021-22 Emergency Card

Student _____ DOB _____ Program _____

Primary Phone in case of Emergency _____

Home Address _____

Parent/Guardian _____ Parent/Guardian _____

Cell Phone _____ Cell Phone _____

Email Address _____ Email Address _____

Employed by _____ Employed by _____

Work Phone _____ Work Phone _____

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 _____

First and last and last names of siblings attending Classical Preparatory:

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

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

Physician Name _____

Dentist Name _____

Phone _____

Phone _____

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 above 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 indicated above be contacted and requested to care for my child until I can be reached

Parent's Signature _____

Date _____

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

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

Name: _____

Child's Name: _____

Date Received: _____

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.



**“The Flu”
A Guide
for Parents**

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...



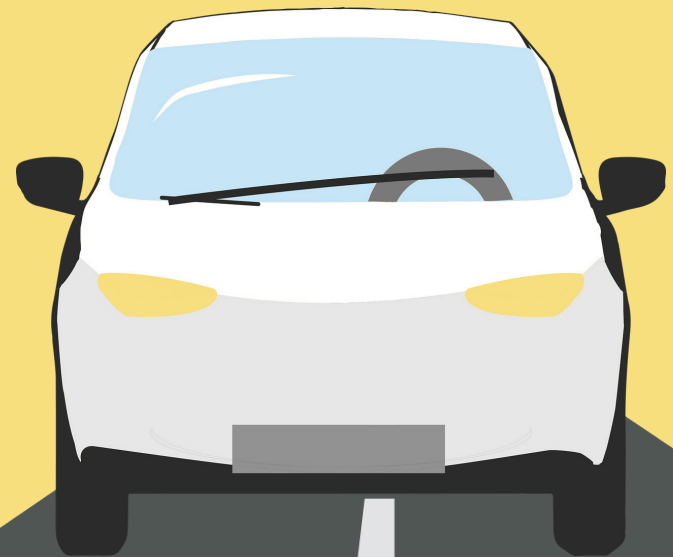
Developed by:

The Office of Child Care Regulation

www.myflfamilies.com/childcare

CF/PI 175-12, May 2019

When life happens...Don't be a
**DISTRACTED
ADULT**



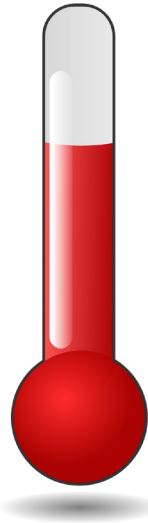


FACTS ABOUT HEATSTROKE:

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.



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.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

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



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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 the 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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Photography Consent Form

As the parent of a child at Classical Preparatory Early Academy, I agree to the following: I understand that my child may be photographed at Classical Preparatory School during normal school 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:	



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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/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/She may participate in activities.

_____ My child DOES NOT have a food allergy or dietary restriction. He/She **may not** participate in activities.

_____ My child DOES have a food allergy or dietary restriction. He/She may participate in activities, but may not eat or handle the following items:

_____ My child DOES have a food allergy or dietary restriction. He/She **may not** participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of my child's enrollment.

Parent or Guardian signature

Date