



VPK Enrollment Checklist

In order to enroll your scholar in the Early Academy VPK program for the 2021-22 school year, bring the following documents to the Early Academy for re-enrollment or after being offered a seat through *Lotterease*:

Application for Enrollment	(2 pages)	
Financial Agreement (2 pag	ges)	
Emergency Card		
Signed H1N1/Flu Informati	ion Sheet	
Signed Distracted Driver Sh	neet	
Discipline Policy (2 pages)		
Photography Consent Form	1	
Potty Training Policy		
Permission for food-related	l activities and special occa	sion food consumption
VPK Voucher (apply on the	Early Learning Coalition v	website, please sign on block #17)
Current Physical		
Current Immunization Reco	ord	
Authorization for Medicatio	on Form, if applicable	
Original Custody / Legal Pa	pers, if applicable	
Program Fee, applicable on	lly for the 8am-3pm and 7a	am to 6pm programs - Check or money order made payable
to Classical Prep. Payments	s can also be made on our v	website under the Early Academy tab in the Admissions
section.		
Acknowledgement of online	e Parent Handbook (please	e initial here)
I	ncomplete packets	will <u>not</u> be accepted.
		o the front office between the hours of
	8:30 a.m. a	nd 5:30 p.m.
Office Use Only:		
Chack or Cord	Ctoff.	Deter



Classical Prep Early Academy

Child Care Application for Enrollment

Student Information:	Date of Birth:		Gender:	_ Date of Enrollmen	t:
Full Name:	Last	First	Middle	Nick	
Child's Physical Address					and no
Child's Physical Addres	5				
Program		Pr	imary Hours of Care (7	'-6 programs)	
Family Information: C	hild Lives With:		Custody: Mothe	er Father Both _	Other
Parent/Guardian Name:			Parent/Guardian Nam	ne:	
Relationship to the child	l:		Relationship to the ch	ild:	
Address:			Address:		
City Sta	te Zip C	ode	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 medical care of warranto		of this facility to	contact the following m	nedical personnel to	obtain Emergenc ₎
Doctor:	Add	dress:		Phone	:
Doctor:	Add	dress:		Phone	·
Dentist:				Phone	£
Hospital Preference:					
Please list allergies, die	tary needs, or o	other areas of co	oncern:		
Emergency Care Plan ir emergency (if applicable If there are special medical	nstructions inclue):	ıding symptoms		ication in the event c	of an actual

Emergency Contacts:

Signature of Parent/Guardian

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:		
		Relationship:
Address:		
Helpful Information		
	2, of the Child Care Facility Handboo Form 680 or 681) within 30 days of	ok, require a current physical examination (Form 3040) and enrollment.
• Section 7.3, of the 0	Child Care Facility Handbook, require	res that parents receive a copy of the Child Care Facility
Brochure, "Know You	r Child Care Facility" (CF/PI 175-24), or
		ily Child Care Home Handbook, requires that parent(s) electing A Family Day Care Home Provider" (CF/PI 175-28)
• Section 7.3, C.3 of tused by the child care	•	equires that parents are provided food and nutrition policies
	Child Care Facility Handbook, required by the child care facility, or	res that parents are notified in writing of the disciplinary and
notified in writing of the below indicates that y	ne disciplinary and expulsion policies ou have received the above items a	y Child Care Home Handbook, requires that parents are sused by the family day care provider. Your signature and that the information on this enrollment form is complete is facility to have access to my child's records.
•		e above items and that the information on this enrollment for the Staff of this facility to have access to my child's

Date





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.

A sibling discount of 5% will be applied to the oldest child enrolled \underline{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 rations 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:		

^{**}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.





- 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.

year. I given on

o i i	I understand the Early Academy's tuition is based on a 10-ne full tuition in one payment prior to June 1, 2021, a 5% disc	
I acknowledge that I have read and understa	and the above listed policies and agree to adhere to the policies as	stated:
Student Name and DOB:	Date:	
Parent Signature:	Print Name:	



Classical Preparatory Early Academy



Traditional Education. Transformational Learning.

Clas	sical Prep Early Academy	2021-22 Emergency Card
Student	DOB	Program
Primary Phone in case of Em	ergency	
Home Address		
Parent/Guardian	Parent	/Guardian
Cell Phone	Cell Pl	none
Email Address	Email /	Address
Employed by	Employ	ved by
Work Phone	Work F	hone
Person(s) who will care for the sign my child out (photo I.D. r		dian cannot be reached; these individuals may
Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone
	of siblings attending Classical I	from school (provide legal documentation)
List all health problems and/o	r allergies (food, medication, in	sects etc.) even if previously reported.
Physician Name	De	entist Name
Phone	Pr	none
hereby authorize the school to contact physician or dentist, the school will tak Information with the provider as neces	the physician or dentist indicated above e whatever actions are necessary to pro sary to support the continuity of care for	contacted by the school. If the school is unable to reach me, I and to follow his/her instructions. If it is impossible to contact the vide care and treatment for my child, and exchange medical my child. I agree to pay all expenses incurred by the handling of ent 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 contact	ed 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?

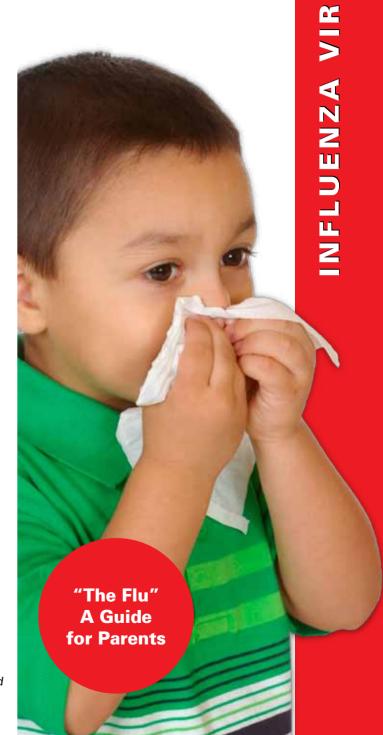
Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between 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.



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...



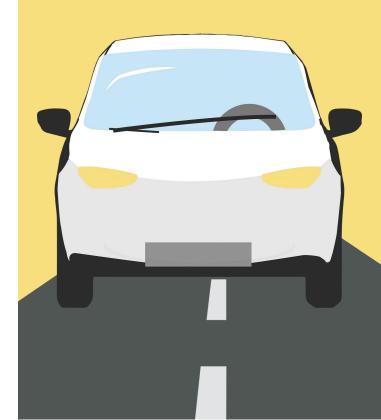


Developed by:

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.





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

lpods 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





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	
	I have received a copy of the discipline policy	that included expulsion polic	ies and procedures





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:		





Potty-Training Policy

In order for any child to attend Classical Preparatory Early Academy in our PreK-3 and VPK programs, it is a prerequisite that the child is fully "potty-trained" and able to use the restroom independently.

A potty-trained child is a child that can do the following:

- 1. Tell the teacher they have to go potty BEFORE they have to go.
- 2. Pull down their underwear and pants and get them back up without assistance.
- 3. Wipe themselves after using the toilet.
- 4. Wash and dry hands.
- 5. Postpone going if they must wait for someone who is in the bathroom or if outside.

Our PreK-3 and VPK classrooms are not equipped for diaper/pull-ups changing. The teachers do not potty-train the children. However, we do understand that accidents happen.

Our policy regarding assurance of being potty-trained includes monitoring the number of consecutive days your child has one or more accidents. If your child has one or more accidents within three consecutive days, a phone conference with the teacher and/or director will be required, at which time a plan for potty-training will be developed.

If the accidents continue, five or more accidents within a week, another conference will be required at which time it may be decided that the child be required to take a temporary leave (five- ten days), so that potty-training can be the primary focus at home. The final decision will be made by the director. At any point, if the director feels the child cannot use the restroom independently, he/she can require that the child remain at home until he/she is potty-trained.

, parent/guardian ofAcademy requires all children who attend pathrooms independently.		• • •
also understand that if my child is not po hat my child, potty-training at home.	,	. , , ,
By signing below I am stating I have read a Classical Preparatory Early Academy and I	· '	-training policy for
Signature	Print/Relationship	 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.

1	give/decline permissio	on for my child,
(Parent/Guardian)	(circle one)	(child's name)
to participate in food-related ac	ctivities and special occasion	ns wherein food is consumed.
Please provide the following in	formation:	
My child DOES NOT ha	ve a food allergy or dietary r	restriction. He/She may participate in activities.
My child DOES NOT ha	ve a food allergy or dietary r	restriction. He/She may not participate in
activities.		
My child DOES have a	food allergy or dietary restric	ction. He/She may participate in activities,
but may not eat or hand	lle the following items:	
My child DOES have a	food allergy or dietary restric	ction. He/She <u>may not</u> participate in activities.
, .	•	in the event that my decision for permission the term of my child's enrollment.
Parent or Guardian signature		Date