



Distribution
• Child's File

Enrollment Application

Entrance Date ___/___/___

Withdrawal Date ___/___/___

Child	
Child's Full Name _____	Age ___ Gender _____ Date of Birth ___/___/___
Child's Home Address _____	Home Phone _____

Parent/Guardian(s)	
Parent/Guardian Name _____	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian
Home Address _____	Home Phone _____
Email _____	Cell Phone _____
Place of Employment _____	Business Phone _____
Employment Address _____	
Parent/Guardian Name _____	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian
Home Address _____	Home Phone _____
Email _____	Cell Phone _____
Place of Employment _____	Business Phone _____
Employment Address _____	

Marital Status: Married Separated Divorced Widowed Other _____

Child's Legal Guardian(s): Both parents/guardians Mother Father Other _____

Child's Living Arrangements: Both parents/guardians Mother Father Other _____

Primary Financial Obligator: Mother Father Other _____

Emergency Contacts			
The child may be released to the person(s) signing this agreement or to the following with photo ID:			
Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
Emergency contact(s) when parents cannot be reached:			
Name	Address	Telephone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
Doctor to be contacted when parents cannot be reached:			
Name	Address	Telephone	
_____	_____	_____	
_____	_____	_____	

Parent/Guardian Signature

___/___/___
Date

Parent/Guardian Signature

___/___/___
Date

Parental/Guardian Agreement with Kids 'R' Kids #15

1. Kids 'R' Kids #15 agrees to provide child care for _____
2. I agree to pay the tuition fee as designated by the school as well as a registration fee that will be due annually. Payment will be due on Friday for the upcoming week
3. My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: _____

- I agree to provide the school with all necessary information pertaining to the administering of medication (date, prescription #, Allergy Action Plan, doctor's notes, direction, medication in original pharmaceutical container, etc.).
4. I agree to follow all requirements of the school's medical policy.
5. My child has the following special needs that may affect participation in school activities: _____

6. The following special accommodation(s) may be required to most effectively meet my child's needs while at this school: _____
7. I understand my child will be provided with all snacks and lunch served daily during his/her hours of attendance.
8. I understand I am responsible for any special diet required by my child and will provide a doctor's note indicating so. If my child's diet consists of breast milk or formula taken from a bottle, I understand I will provide Kids 'R' Kids with the appropriate number of bottles containing formula/ breast milk necessary for my child each day. Each bottle will be clearly labeled with my child's full name and current date.
9. If my child wears diapers, I understand I will provide whatever disposable diapers are necessary for my child. I understand that only disposable diapers are permitted in the school and that they will be changed every two hours, or as needed.
10. If child is of school age, what school does he/she attend: _____
11. Transportation is provided to and from school and on planned field trips with parental/guardian permission. A separate form and signature are required for this service. A School-Age Transportation Agreement form must be signed each school year. A field trip agreement form must be signed before each fieldtrip.
12. I give consent for my child to participate in the following water activities: water table play On site water park
13. Should my child become ill during the time he or she is in the care of Kids 'R' Kids or suffers an accident of any nature, the school will contact me immediately and is authorized to secure such medical attention and care for my child as necessary. (The parent/guardian will assume responsibility for payment).
14. I understand that if my child is ill, including, but not limited to, a severe cough or sore throat, undetermined rash or spots, temperature over 100.4 degrees, severe headaches, upset stomach or diarrhea, he or she cannot be accepted into the school until well (24 hours well without symptoms or medication). In the event my child has a notifiable disease, a release form from a medical source may be required before my child can re-enter the school. Kids 'R' Kids will notify parents if a notifiable disease has been introduced into the school and guidelines will be followed per the CDC Chart/Health Dept.
15. I understand that Kids 'R' Kids # 15 a Kids 'R' Kids franchise, is independently owned and operated and that neither Kids 'R' Kids International, Inc. nor any other Kids 'R' Kids is responsible for the actions or obligations of this school.
16. I understand that it is my responsibility to sign my child in and out of the school and escort my child into and out of their classroom or in the lobby for P/T VPK students. I understand that a staff member will escort my child into the school when being transported from school by Kids 'R' Kids transportation.
17. If I have not picked up my child 30 minutes after closing, and all attempts to contact my emergency contacts and me fail, Kids 'R' Kids will call the proper authorities.
18. I understand that it is my responsibility to keep the school advised of any changes to the information provided in this application.

I agree to abide by the policies and procedures of Kids 'R' Kids as outlined in this agreement and the Parent Handbook. I have read and understand the above statements.

Parent/Guardian Signature

___/___/___
Date

Owner/Director Signature

___/___/___
Date



Distribution

- Child's File
- Transportation Log
- Field Trip Log (School-Age Only)

Health and Emergency Permission

This form must be completed for all enrolled children annually and as changes occur

Child			
Child's Full Name _____		Age _____	Gender _____
		Date of Birth ____/____/____	
Child's Home Address _____		Home Phone _____	
Parent/Guardian(s)			
Parent/Guardian Name _____		Phone 1: _____	Phone 2: _____
Parent/Guardian Name _____		Phone 1: _____	Phone 2: _____
Medical Information			
Doctor to be contacted when parents cannot be reached:			
Name _____	Full Address _____	Telephone _____	
Dentist:			
Name _____	Full Address _____	Telephone _____	
Health Insurance Provider:			
Name _____	Full Address _____	Telephone _____	
Does your child have special needs affecting participation in school activities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Specify: _____			
Does your child have allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your child on prescribed medication for Illness/Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Specify: _____			
Actions Taken: _____			
Weight of Child: _____			
Emergency Contacts			
The child may be released to the person(s) signing this agreement or to the following with photo ID:			
Name _____	Address _____	Telephone _____	Relationship _____
Emergency contact(s) when parents cannot be reached:			
Name _____	Address _____	Telephone _____	Relationship _____

Parent/Guardian Signature

_____/_____/_____
Date

Owner/Director Signature

_____/_____/_____
Date



Distribution

- Child's File
- Transportation Log

Transportation Agreement

The following information is required to be updated by Kids 'R' Kids annually and when transportation situation changes

Child's Full Name: _____

Date of Birth ___/___/___

Kids 'R' Kids #15 emergency transportation/medical procedure:

1. Call emergency medical team, if necessary
2. Contact parent/guardian (phone, email, text)
3. Contact alternate emergency contact, if necessary
4. Emergency medical team transports child to hospital.
5. Kids 'R' Kids representative will accompany child to hospital.

Emergency Medical Facility the center uses: _____

Address _____ Phone _____

I, _____ give permission for Kids 'R' Kids #15 to seek medical attention and /or transport my child _____, in the event of any emergency. I further agree to hold harmless and release Kids 'R' Kids _____ and Kids 'R' Kids International, Inc. from all liability. I further agree to keep the facility informed of any changes in the information below.

For School Age Use Only: *If the child relocates to another school or the hours change, this form must be updated immediately*

Name of School: _____

School Address: _____

School Phone: _____

- In the event the designated location is unable to receive children they will be returned to Kids 'R' Kids #15
- It is vital that Kids 'R' Kids #15 be notified of any changes in the above scheduled transportation.
- Kids 'R' Kids #15 will assume the above schedule of transportation will be followed unless we receive different instructions from parents in writing. Instructions should be received at Kids 'R' Kids #15 by the earliest possible time before scheduled pickup or drop off.

I, _____ agree for my child to be transported by Kids 'R' Kids _____

- To school at _____ (am/pm)
- From school at _____ (am/pm)

On the following days: Monday Tuesday Wednesday Thursday Friday

Parent/Guardian Signature

_____/_____/_____
Date

Owner/Director Signature

_____/_____/_____
Date

DISTRACTED ADULT (April & Sept)

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.

Signature of Parent or Legal Guardian: _____ Name of Child _____

“THE FLU” A GUIDE FOR PARENTS - (Sept)

The parent’s or legal guardian’s signature verifies receipt of the brochure on the Influenza Virus and the Flu. Please complete the following: I, _____, have received a copy of “The Flu” A Guide for Parents brochure.

Signature of Parent or Legal Guardian _____ Name of Child : _____

KNOW YOUR CHILD'S DAY CARE CENTER

Section 10M-12.008 (2) F.A.C. requires that parents must receive a copy of the Child Care Facility Brochure, KNOW YOUR CHILD'S DAY CARE CENTER. The Parent's or legal guardian's signature verifies receipt of the child care brochure. Please complete the following: I, _____, have received a copy of the Child Care Facility Brochure, KNOW YOUR CHILD'S DAY CARE CENTER.

Signature of Parent or Legal Guardian: _____ Name of Child : _____

FAMILY HANDBOOK AGREEMENT

I agree to abide by all policies / procedures of Kids 'R' Kids as outlined in this Enrollment Agreement and the Family Handbook. I hereby agree to all age-appropriate screenings and assessments as discussed in the Family Handbook. The KRK Handbook is sent out electronically upon attending Kids ‘R’ Kids and it is also available on our website www.krkcirca.com for your review. You are hereby confirming that you will read, understand and follow the policies outlined in our family handbook.

Signature of Parent or Legal Guardian _____ Name of Child: _____

DISCIPLINE, EXPULSION & BEHAVIOR MANAGEMENT

Praise, positive reinforcement, and redirection are often effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from Kids ‘R’ Kids, International operational guidelines and the NAEYC Code of Ethics.

Where appropriate, we will use positive reinforcement, time-away, and re-direction with children to guide children toward appropriate behavior. Guidance will be appropriate, respectful, not tied to food or toileting and within appropriate developmental expectation. At times a verbal reprimand, parent conference, or more serious discipline, up to and including dismissal, may be warranted. Corporal punishment is not permitted. We follow the NAEYC Code of Ethics – Principle-1.1: “Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.”

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In some circumstances, a child may be placed on probation. Children who are placed on behavior probation may be required, at the school’s discretion, to have their family sign a Behavior Action Plan with the school as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Children may be dismissed for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School’s educational mission; non-payment of tuition or fees. Any matter taken under consideration by the Owner directly may be grounds for expulsion. The school reserves the right to dismiss any child at the sole discretion of the School’s Director or Owner.

In addition, the school may report to the appropriate governmental authorities any actions that appear to violate law.

Signature of Parent or Legal Guardian _____ Name of Child _____



KNOW YOUR CHILD CARE FACILITY

Hillsborough County

Choosing an appropriate child care program is an important decision for both the parent and the child. Family needs as well as the child's individual needs should be considered in this process, including the child's age and developmental level.

This brochure is intended to provide helpful information regarding child care facilities. It summarizes the quality indicators of a child care facility, the parent's role in quality care, and some of the minimum standards used to license child care facilities.

This child care facility has met the state minimum child care licensure standards as outlined in section 402.305, Florida Statutes and Hillsborough County Child Care Licensing Ordinance 13-5.

License Issued on 06/01/2024
License Expires on 05/31/2025

CHILD CARE BROCHURE STATEMENT

(Chapter 402.3125, F.S.)

On, / /

I,

(Name of Parent or Legal Guardian)

Received a copy of the Child Care Brochure.

(Signature of Parent or Legal Guardian)

(Name of Child)

This information is for the facility's children's file unless statement is included on enrollment form.

Quality Child Care

Quality child care offers the child healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment.

Children in quality child care settings also participate in daily age appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating child care settings for quality, the following quality indicators should be considered:

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of the social and emotional needs and developmental tasks for all children

Quality Environment

- Are clean, safe, inviting, comfortable, and child-friendly
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children

Quality Activities

Are children initiated and teacher facilitated.

Include social interchanges with all children.

Are expressive including play, painting, drawing, storytelling, music, and dancing and other varied activities.

Include opportunities for all children to read, be creative, explore, and problem solve.

Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:

Familiarize themselves with the child care standards used to license the child care facility.

Inquire about the qualification and experience of child care staff as well as staff longevity.

Know the facility's policies and procedures.

Communicate with the caregiver.

Visit and observe the facility and participate in special activities as well as scheduled meetings and conferences.

Talk to their child about their daily experiences in child care.

Arrange alternate care for their child if they are sick.

Licensing Standards

Hillsborough County Child Care Licensing Ordinance

Every licensed child care facility should maintain licensing standards that include but are not limited to, the following:

General Information

Have a valid license posted for parents to see.

Have all staff appropriately screened.

Maintain minimum staff-to-child ratios:

Under 1 year old 1:4

1 year old 1:6

2 year old 1:11

3 year old 1:15

4 year old 1:20

5 years and older 1:25

Maintain appropriate transportation vehicles and procedures.

Provide parents with written age appropriate disciplinary practices used by the facility.

Provide access to the facility during normal hours of operation.

Maintain usable indoor floor space for playing, working and napping

Physical Environment

Provide space that is clean and free of litter and other hazards.

Equipped with age and developmentally appropriate toys, bathroom facilities and other sufficient age appropriate furnishings.

Provide isolation area for children who become ill.

Instill proper handwashing, toileting and diapering activities.

Be accessible and appropriate for all children

Training Requirements

45 hour Introductory Child Care Training.

10 hours annual In-service training.

Facility Directors must have a valid Florida Director Credential

Health Related Requirements

Have established emergency procedures that include:

1-800-962-2873 Florida Abuse Hotline number posted along with other emergency numbers.

Staff trained in First Aid and CPR on the premises at all times.

Fully stocked first aid kit.

A working fire extinguisher and monthly fire drills and emergency drills posted.

Have a locked storage place for storing medication and hazardous materials.

Food and Nutrition

Posted menus for snacks and meals that provide daily nutritional needs of the children.

Record Keeping

Maintain accurate records that include: Children's health exams and immunization records, Medication records, Enrollment information, Personnel records, Accurate daily attendance records, Accident and Incident reports, Parental permission for field trips.

Additional Information

For further information about child care or specific child care facilities, please contact the

Hillsborough County Child Care Licensing Program Website:

www.hillsboroughcounty.org/childcarelicensing

Phone number: (813) 264-3925

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



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

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 car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

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



Facts About Heatstroke:



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



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



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



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 Centers 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.myflfamilies.com/childcare or contact your local licensing office.

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

THE FLU

A Guide for Parents



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.



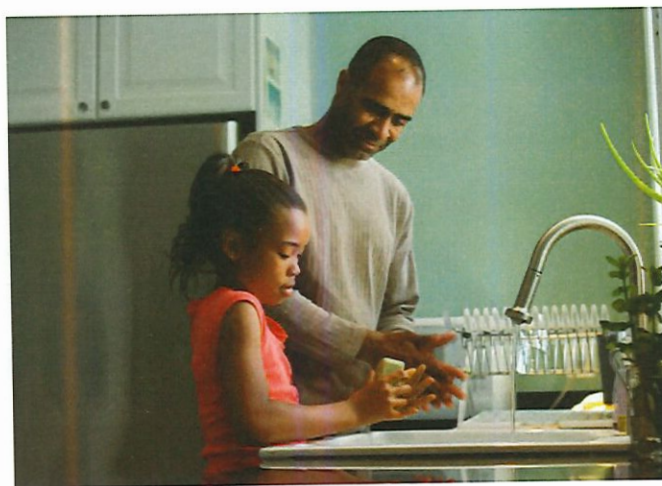
What can I do to prevent the spread of germs?

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 settings until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.



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.

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



Distribution
 •Child's File
 •Infant/Toddler Classroom Forms
 •Pre-School/School-Age Classroom Forms

Child Profile

For children ages 1 and up
 A new form is required with each classroom transition

This profile will help your child's teacher get to know your child better. Your input will also help with your child's adjustment to the new classroom.

Child's Full Name: _____ Date of Birth: ___/___/___

Parent/Guardian's Name: _____
 (Please Print)

1. List any nicknames your child may have. _____
2. Has your child had previous group care experiences? Yes No
3. What language(s) is spoken in your home? _____
4. List the names and ages of siblings.

5. Do you have pets at home? Yes No If yes, please list type of pet and name.

6. What words are spoken in your home to describe everyday things (I.e. toileting, nap, eat, play and outside)?

 Parent/Guardian Signature

___/___/___
 Date

This form was developed by Kids 'R' Kids International, Inc. It's important to review State Guidelines regularly to ensure compliance.



Distribution

- Infant/Toddler Classroom Forms
- Preschool/School-Age Classroom Forms
- Kitchen Log
- Child's File

Child Allergy Profile

Update annually or as child's information changes

(place child's picture here)

Child's Full Name: _____ Suite: _____

Allergy To:

Symptoms of Allergic Reaction:

Emergency Care Plan:

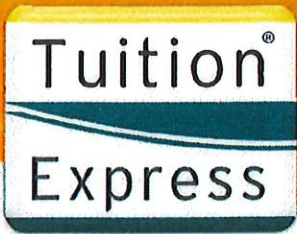
Parent/Guardian Signature

____/____/____
Date

Owner/Director Signature

____/____/____
Date

This form was developed by Kids 'R' Kids International, Inc. It's important to review State Guidelines regularly to ensure compliance.



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express - an automatic payment processing system that allows on-time tuition and fee payments to be made from your bank account.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AUTHORIZATION

I (we) hereby authorize Circa Learning Center DBA Kids R Kids #15FI (business name) to initiate debit entries to my (our) Checking or Savings Account indicated below. 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.

Your Name Phone #

Address City State Zip

Bank or Credit Union Name

Bank or Credit Union Address City State Zip

Checking Savings

Routing Transit Number (see sample below) Account Number (see sample below)

Signature Date

Check if you wish to make online payments

For Official Use Only

Date Received
Employee Signature



A service of



procure SOFTWARE



An ACH form to electronically collect payments is required to be on file for all accounts. Please make an election of payment below:

- I wish to have my weekly tuition automatically debited each week from the bank listed.
- I wish to have my ACH form kept on file only.

This payment authorization is valid and will remain in effect unless I, _____ notify Kids R Kids of its cancellation within 2 weeks which will allow Kids R Kids a reasonable opportunity to act upon such cancellation prior to the next scheduled payment.

I agree to notify Kids R Kids of any change to the payment account designated which the funds are to be debited within 2 weeks from the effective date of such change. I understand that failure to do so may delay receipt of funds to Kids R Kids and that I will be responsible for any resulting late fees or returned item fees. If we are unable to process fees due to insufficient funds there will be a charge of \$50 per occurrence.

Your Name _____

Signature _____ Date _____