

Child: \_\_\_\_\_  
Last First MI

Birth Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

## REGISTRATION 2021-2022

# CATHEDRAL EARLY LEARNING CENTER

10 Sebastian Avenue, St. Augustine, FL 32084  
Telephone: (904) 829-2933

### MISSION STATEMENT

Cathedral Early Learning Center focuses on the Catholic formation of students as young disciples of Jesus Christ. It is our mission to prepare these early learners for higher education by challenging their developing minds and nurturing their spirit while guiding them with faith.

*Please submit registration form to secure your child's spot. \$200 registration fee for current students is due prior to July 1, 2021. \$200 registration fee for new students is due with the registration form. Registration fee is non-refundable. Fee schedule is attached.*

**VPK – Parents must register with the state at <https://familyservices.floridaeearlylearning.com> to receive VPK funding.**

*For office use only:*

Infant \_\_\_\_\_ 1 Yr. Old \_\_\_\_\_ 2 Yr. Old \_\_\_\_\_ 3 Yr. Old \_\_\_\_\_ 4 Yr. Old Non-VPK \_\_\_\_\_

VPK (Full Time Wrap) \_\_\_\_\_

VPK only \_\_\_\_\_

VPK (Part Time) \_\_\_\_\_ M T W Th F

Note: VPK space priority given first to full time wrap children.

Registration Fee \_\_\_\_\_

Child's Name: \_\_\_\_\_  
Last First Middle Nickname

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

### Mother's Information

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

### Father's Information

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

### Please check the correct information:

Child lives with: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Legal Guardian(s): \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Authorized to remove child: \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other

Other persons authorized to remove your child from the Center or those who can be contacted in case of an emergency if parents cannot be reached.

Name	Address	Phone	Relationship
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Name	Address	Phone	Relationship
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Hours child will be at Center: \_\_\_\_\_

**Medical Information:**

Child's Physician: \_\_\_\_\_  
Name Address Phone

Please list allergies, special medical or dietary needs, or other areas of concerns: \_\_\_\_\_  
\_\_\_\_\_

**Emergency Medical Release:**

If your child should need to be taken to Flagler Hospital Emergency Room in the event of serious illness, accident, or injury regarding medical attention, your signature below gives permission to consult the emergency room physician while you are being contacted.

\_\_\_\_\_  
Parent/Guardian Signature Date

**Know Your Child's Day Care Center**

Please sign below stating you have received a copy of the child care facility brochure "Know Your Child's Day Care Center."

\_\_\_\_\_  
Parent/Guardian Signature Date

**Photograph Consent**

Cathedral Early Learning Center has my permission to take photographs of my child at school, and use these photographs in brochures, publications, and articles about the school.

\_\_\_\_\_  
Parent/Guardian Signature Date

**VPK Attendance Statement of Understanding:**

The purpose of the VPK Program is to properly prepare your child for kindergarten. Each day your child will be exposed to lessons that will help him/her meet or exceed the standards set by the state for kindergarten readiness. Therefore, it is critical that you, as a parent, do your part to have your child at the Center on time and that he/she attend class regularly.

Our collective goal is that your child attends daily, however, we understand circumstances such as illnesses do arise. The State also understands this, thus for the 2021-2022 school year, they will pay up to 20% of missed program hours each month, but not beyond that under any circumstances. Any changes for the 2021-2022 school year, as well as examples of excused absences, will be reflected in the 2021-2022 Parent Handbook. If your child misses over the allotted absences for the VPK Program, they may be in jeopardy of losing their placement in the VPK program.

\_\_\_\_\_  
VPK Parent/Guardian Signature Date

Are you a registered Catholic Parishioner (please circle)

Yes No

### Financial & Policy Agreement:

1. I agree to pay the required monthly tuition.
2. I understand I will receive a Family Handbook and am responsible for reviewing, signing and returning the Receipt of Parent Handbook form within the month received.
3. I have read and understand the following discipline policy.
4. I have read and understand the provided *Know Your Child Care Facility* brochure.
5. I agree to pay the appropriate registration fee required to enroll my child into the Cathedral Early Learning Center non-VPK program, or the VPK wrap-around program before July 1, 2021, or with the submission of this form. I understand the monthly tuition payment is due on the first day of each month.
6. Up-to-date health forms (DFC 3040-Student Health Exam and the DCF 680-Immunization Record) are due to CELC by the 1<sup>st</sup> day of attendance and must be kept current throughout the school year.
7. I understand I will receive the brochure *The Flu: A Guide for Parents* in September, and the brochure *Distracted Adult* in September and April. I will review, sign, and return the brochures to CELC within the months received. I will also receive, complete, and return the "Permission for Food-related Activities & Special Occasion Food Consumption" form.
8. I understand that all payments, including registration and tuition fees, are non-refundable.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Discipline Policy:

The motivation for discipline should always be love. The purpose of discipline should always be explanation and training. Positive discipline is used with the children to help them learn what behavior is acceptable. Positive reinforcement will encourage and reward good behavior. Teachers will use loving guidance and discipline techniques that are age-appropriate for each child. Distraction and redirection work well with the younger children, while reasoning and logical consequences are very effective with the older children.

- In the event the above disciplinary actions prove unsuccessful, the child will be removed from the classroom and placed under adult care to resolve the problem. If the unacceptable behavior continues, the parents will be called to pick up their child. Failure to correct the problem will result in the child's dismissal from the preschool.
- In the event the child does bodily harm to a teacher/child, i.e. biting, hitting, punching, kicking, or hitting with an object, the following consequences will apply:
  - ❖ First incident: The child's parent will be called and asked to pick up their child.
  - ❖ Second incident: The child's parents will be called again to pick up the child, and the child will not be allowed to return until a teacher/parent conference has been held to try to resolve the matter.
  - ❖ Third and last incident: The child will not be allowed to return to school.

**\*Corporal punishment is unacceptable and will never be used. Parents wishing to administer any kind of corporal punishment must do so at home – NEVER on campus or in a classroom.**

**Please Note:** Parents are not allowed to discipline, in any manner, any student who is not their child. If you have a problem with how a student is behaving, please briefly discuss this issue with the supervising staff member.

**CATHEDRAL EARLY LEARNING CENTER  
EMERGENCY CARD**

<b>Child's Last Name</b>	First Name	Middle Initial	Date of Birth
<b>Mom's Name</b>	Address	Zip	Phone Number
Employment	Cell/Beeper Number	Phone Number	
<b>Dad's Name</b>	Address	Zip	Phone Number
Employment	Cell/Beeper Number	Phone Number	

PERSONS AUTHORIZED TO PICK UP YOUR CHILD AND ABLE TO BE CONTACTED IN  
CASE OF AN EMERGENCY REGARDING YOUR CHILD

Name	Address	Phone Number
Name	Address	Phone Number
Pediatrician	Phone Number	Medications Taken Daily
Signature	Date	

**Comments**


Signature

## Cathedral Early Learning Center - Fee Schedule

CHILD'S NAME: \_\_\_\_\_

BIRTHDAY: \_\_\_\_\_

July 1, 2021 – June 30, 2022 Start Date: \_\_\_\_\_

*VPK begins August 10, 2021. Care is available before that date at the four-year-old NON-VPK rate.*

**Hours of Operation: June 1, 2021 – August 9, 2021: 7:00 am – 5:30 pm**  
**August 10, 2021 – May 27, 2022: 6:45 am – 6:00 pm**

**Registration fee (non-refundable): \$200**

Registration fee for current students is due before July 1, 2021.

Registration fee for new students is due with the registration form.

*(Does not apply to VPK students not electing wrap around care)*

***(Please check the selection at the appropriate age and sign the bottom of the page)***

*(Rates effective July 1, 2021 – June 30, 2022)*

### FULL-TIME RATES

**Infant classroom:** \$265.00 per week or \$1,060.00 per month \_\_\_\_\_

**One year old classroom:** \$235.00 per week or \$940.00 per month \_\_\_\_\_

**Two year old classroom:** \$220.00 per week or \$880.00 per month \_\_\_\_\_

**Three year old classroom:** \$180.00 per week or \$720.00 per month \_\_\_\_\_

**Four year old NON VPK:** \$160.00 per week or \$640.00 per month \_\_\_\_\_

**VPK Full Time Wrap:** \$145.00 per week or \$580 per month \_\_\_\_\_

**Graduated VPK & older summer rates:** \$160 per week or \$640 per month \_\_\_\_\_

.....OR.....

### PART-TIME RATES

***Same days each week – based on space availability***

<u>Classroom</u>	<u>Circle Days</u>	<u>Rate</u>	
<b>Infants</b>	M T W Th F	\$65.00/day	_____
<b>One Year Olds</b>	M T W Th F	\$65.00/day	_____
<b>Two Year Olds</b>	M T W Th F	\$65.00/day	_____
<b>Three Year Olds</b>	M T W Th F	\$50.00/day	_____
<b>Four Year Olds</b> <b>(NON-VPK in VPK classroom)</b>	M T W Th F	\$50.00/day	_____
<b>VPK Before &amp; Aftercare</b>	M T W Th F	\$30.00/day	_____
<b>Graduated VPK &amp; older</b> <b>summer rates</b>	M T W Th F	\$50.00/day	_____

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## Parent's Role

A parent's role in quality child care is vital:

- ☐ Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- ☐ Know the facility's policies and procedures.
- ☐ Communicate directly with caregivers.
- ☐ Visit and observe the facility.
- ☐ Participate in special activities, meetings, and conferences.
- ☐ Talk to your child about their daily experiences in child care.
- ☐ Arrange alternate care for their child when they are sick.
- ☐ Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number: C07SJ0013 License Issued on 09/21/2020  
License Expires on 09/20/2021  
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the  
Florida Department of Children and Families,  
Office of Child Care Regulation and Background Screening  
pursuant to s. 402.3125(5), F.S.,



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)

# General Requirements

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

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

## Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children’s reach.

## Training Requirements

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

## Food and Nutrition

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

## Record Keeping

- Maintain accurate records that include:
  - Children’s health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

## Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equipt with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

# Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

## Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

## 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 social and emotional needs and developmental tasks for all children.
- Communicate with parents.

## Quality Environments

- Are clean, safe, inviting, comfortable, 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.

