



License # CHC 430947

LEARNING ACADEMY

4701 Ehrlich Road Tampa, FL 33624

www.PlaytimeLearningAcademy.com

Owners: Julie Banks & Emily Brushwood

Phone: (813) 969-2888 Fax: (813) 319-0704

Family Enrollment / Information

Enrollment Date: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Mother's Home Phone: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name Of Employer: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Father's Home Phone: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name Of Employer: \_\_\_\_\_

Custodial Parent: MOTHER FATHER SHARED OTHER: \_\_\_\_\_

Account Holder (payments): MOTHER FATHER SPLIT

CHILD #1 Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

CHILD #2 Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

CHILD #3 Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

For Office Use Only:

Deposit Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Smart Care: \_\_\_\_\_ Cash: \_\_\_\_\_

Classroom: \_\_\_\_\_

Food Program Weekly Charge: \_\_\_\_\_

**Emergency Contacts (other than parents; may remove child from Playtime)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please note that the only people allowed to remove a child from the center are the parents listed on the front page of this enrollment packet, unless you indicate others on this page. Identification will be requested from any person, even a parent, if that person is not recognized. Please be prepared for this security measure.

**Verification of Legal Custody**

A copy of a court order recognizing the parent who has legal custody of the child, as well as visitation schedules, must be on file in the office. Otherwise, a child will be released to his/her parent listed on the front page of this enrollment form.

**Additional persons authorized to remove child from Playtime****ID IS REQUIRED**

Name: \_\_\_\_\_ Relationship/Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship/Phone #: \_\_\_\_\_

**Permission Forms*****Transportation***

My child has permission to use Playtime Learning Academy transportation to/from school, and as needed, for field trip excursions. A separate permission slip will be required for each field trip.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Relationship\_\_\_\_\_  
Date***Photographs/Video***

On occasion, there may be a need or opportunity to take photographs or record the children. These photographs and videos are used mostly for school activities or classroom needs, although Playtime may post on the center's social media for other parents to view. Pictures may also be seen on our website or in local publications as stories of community interest. Please sign below to indicate that you give your permission for your child to participate in photo-related activities

\_\_\_\_\_  
Signature\_\_\_\_\_  
Relationship\_\_\_\_\_  
Date

**Medical/Emergency Information**

Are your children's immunizations current? (*circle one*)    YES    NO

If no, please explain:

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Preferred Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*NOTE\*** Current immunizations and physical forms from your child's pediatrician are required within one week of enrollment and must be updated regularly to stay current. Medical exemptions will be reviewed on a case by case basis.

**Medical Alert Information:** Please list *any* allergies (include severity and treatment), medical, and/or handicapping conditions:

CHILD #1: \_\_\_\_\_

CHILD #2: \_\_\_\_\_

CHILD #3: \_\_\_\_\_

**Authorization for Emergency Medical Treatment**

If any child/children should become ill or injured at Playtime Learning Academy, I understand that the facility will contact me immediately and the person(s) indicated if I cannot be reached. Should the facility be unable to reach me or the person indicated, they are authorized to contact my child/children's physician and/or arrange for emergency medical treatment. The physician, emergency personnel, and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child. I will accept full responsibility for payment of medical services rendered.

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Signature

Relationship

Date

**Authorization for Emergency Medical Transportation**

If my child/children should become ill or injured at Playtime Learning Academy, I understand that the facility will contact me immediately and the person(s) indicated if I cannot be reached. Playtime Learning Academy is authorized to transport or arrange transportation for my child/children to a physician and/or nearby medical facility for emergency medical treatment. The transportation may be provided via ambulatory emergency vehicle or private vehicle of Playtime Learning Academy personnel. If used, I will accept full responsibility for payment of medical transportation provided.

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Signature

Relationship

Date

**Child Information**      *(If you have more than one child, please specify which child)*

- ◆ Describe any history of trauma, abuse, or injury that you feel the teachers should know to better serve your child.  

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- ◆ Has your child exhibited any signs of developmental delays that the teachers should understand to better serve your child. If yes, please explain.  

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- ◆ Is your child receiving professional services for speech or behavior that you will need to coordinate with his/her class schedule at Playtime? If yes, please explain.  

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- ◆ Please share any additional information that you think would assist your child's teacher to make the best educational choices for your child in the classroom.  

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**Consent for Developmental Testing**

Playtime Learning Academy uses developmental screening tools such as The Ages & Stages Questionnaire, or other similar tools in order to screen for developmental delays, giftedness, or to determine the best possible education plan for an individual child. You will receive feedback regarding any test results during your scheduled parent-teacher conference times, unless more immediate action is suggested. By signing below, you consent to allow Playtime Learning Academy teaching professionals to administer and use developmental screening tools with your child(ren).

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Signature

Relationship

Date

**Alternate Nutrition Plan**

Lunch and snack may be provided daily as part of the Playtime Learning Academy food program. If your child is at Playtime Learning Academy, he/she will be offered food and drink according to posted menu and snack schedules, unless you indicate an alternate preference below. Please also indicate any food allergies or special dietary requirements on previous page under medical alert information.

If you choose to provide meals for your child, please make sure it is a healthy, low-sugar alternative and includes milk or milk substitute. If your child has a milk restriction it must be documented by a physician.

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## **Guidance Policy**

List other schools/daycares your child has attended and reasons for leaving:

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Playtime Learning Academy believes that prevention and redirection are key components to positive behavior in the classrooms. A consistent schedule for your child is also very important to his/her well-being. Therefore, Playtime prefers that *every child* arrive each day by 9AM. VPK children and clubhouse camp follow a more stringent schedule.

### **No child will be permitted to enter the center past 10 AM without a doctor's note.**

Teachers are trained to diffuse possible behavior problems and create dynamic lessons/activities to involve all children and prevent triggers to negative behavior. If a child is still experiencing difficulty controlling his/her behavior:

1. He/She will be directed to another play area which may prevent escalation of the problem. In addition, the teacher(s) will use positive guidance and modeling of problem solving skills to help improve future behavior.
2. If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The time limits for this personal time are determined by the child. He/She may return to the group when ready.
3. If continued unacceptable behavior occurs, the parent will be notified to discuss a team approach to remedy the problem.

## **Expulsion Policy**

Although expulsion is considered a last resort in the Playtime Learning Academy early childhood education environment, there are some situations under which a family may be asked to find alternate care arrangements for their child. Each situation is unique; and choices are made based on what is best for children. The child may be expelled under the following circumstances:

- excessive aggression and/or hurting self/others on a consistent basis
- deliberate violence toward another individual, causing harm/fear to that individual
- the need for academic/social services that cannot be provided within the structure or constraints of the Playtime Learning Academy facility
- if a parent is rude, threatening, or otherwise disrespectful toward any of the Playtime Learning Academy staff or students

These general guidelines have been put in place to ensure the **best** possible learning outcomes for *every* child within a productive environment, where each child can feel safe to explore, create, and discover. If a child, or family, is asked to leave Playtime, it is because the administration feels confident that the child will be better served in an alternative environment. **Refunds are not given in cases of expulsion.**

Hillsborough County ordinance requires that parents receive a copy of the “Know Your Child’s Day Care Facility” brochure, and that parents are notified of the disciplinary practices used by the child care facility. The parents signature below certifies receipt of the child care facility brochure and Playtime Learning Academy’s guidance and expulsion policy. You may access the brochure on the Playtime Learning Academy website.

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Signature

Relationship

Date

## **Payment Policy**

Playtime Learning Academy charges **\$75** per child upon enrollment. A **\$115** annual supply fee is also charged (typically in 2 payments August/April). The fee covers some of the necessities and all of the extra needs and special requests of our teachers throughout the school year. The supply fee will be considered late if it is not received 10 days after the posted due date and will result in a **\$15** late fee.

**Playtime Learning Academy tuition is due every Monday of the week child care is provided. If tuition is not received, in full, by Wednesday at 6PM, a \$25 late fee will be added to the balance on your account.** If the new balance is not paid in full by Friday of the same week, the child will not be allowed to return until the balance is paid in full. Please note that even if a child does not return the following Monday, tuition and fees will continue to be charged to the account until we receive notice of termination.

If you are no longer needing full time care from Playtime Learning Academy, **we must receive notice of termination in writing no later than the Friday at least one week before your last day in attendance.** Failure to provide us in writing of your termination will result in continuation of charges and late fees for the first week your child is absent. If we still have not received confirmation of termination by that Friday, your child will automatically be terminated. Any unpaid balances will then be sent to a collection agency, which may incur additional processing fees. If you wish to re-enroll at a later date, there will be a **\$75** enrollment fee.

Playtime Learning Academy is open 6AM-6PM Monday through Friday and will be closed in observance of the following holidays: New Year's Eve (close at 3PM), New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), Christmas Eve & Christmas Day. Please make alternate arrangements for care on these days. Playtime does not provide tuition discounts for school holidays, closures due to acts of nature, or child illnesses. All children enrolled in Playtime for more than **six consecutive months** will be granted ONE unpaid vacation week January 1st— June 30th and ONE unpaid vacation week July 1st– December 31st.

**Playtime Learning Academy charges a \$1 a minute late fee to any children left in Playtime's care after closing (6PM Mon-Fri. or at the end of any child's part time schedule if earlier than 6PM)**

Playtime Learning Academy participates in a program called Smart Care (SC). Smart Care uses a credit card or checking account to automatically draft the cost of tuition each week. Playtime does not accept checks for ongoing tuition payments although we do accept cash. Please complete the online registration through SC according to your preference of payment. You are responsible for ensuring the payment(s) have been processed through SC system on Wednesdays by 6PM. SC is an independent, third party payment service. It charges its own convenience fees and NSF fees. Playtime Learning Academy accepts payments made through SC; but has no authority to refund any of its service fees. For assistance with the SC payment program please call: 844-SMARTER.

**By signing below, you are agreeing to the terms and conditions outlined above.**

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Signature

Relationship

Date

**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 a flu vaccine every fall or winter.

**What can I do to prevent the spread of germs?** The main way the flu spreads is in respiratory droplets from coughing and sneezing. The droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. The flu may also spread through indirect contact with contaminated hands and items soiled with germs. To prevent the spread of these germs: wash hands often with soap and water. Cover mouth/nose during coughs/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 as germs are often spread by touching an infected object and then touching eyes, nose, or mouth.

**What should I do if my child gets sick?** Consult your doctor and make sure your child gets plenty of rest and drinks plenty of fluids. Never give aspirin or any medicine that has aspirin in it to children who may have the flu. See a doctor immediately if your child: has a high fever that lasts a long time, has trouble breathing or wheezes, has skin that appears blue, is not drinking enough, gets better and then worse again, or has medical conditions like heart or lung disease that worsen, seems confused or has trouble walking.

**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. Your child should stay at home to rest and avoid spreading a virus to other children. Your child should not return to child care until his/her temperature has been normal and has been sign and symptom free for a period of 24 hours. If sent home by Playtime Learning Academy, the child will need a doctor's note or copy of prescription in order to return to care.

**What happens when my child gets sick (or appears to be sick) while at Playtime Learning Academy?** A phone call home to inform a parent and request further information will be made whenever a child exhibits behavior that is uncharacteristic or shows signs of illness, such as cold or flu symptoms. This phone call is meant to gather further information that may be helpful in making good choices for all children, as well as to inform parents of any impending illness or concerns. If an illness appears serious enough to pose a health threat to the other children in the class, the parent (or emergency contact if parent cannot be reached) will be required to pick up the child. While waiting for transportation, the child will be isolated from contact with other children.

**Under what circumstances does Playtime Learning Academy require a child to be picked up from care immediately?** The parent will be asked to arrange for the immediate pick up of a child from child care if the child shows signs of an eye infection (crusty or gooey substance coming from eyes), ring worm, head lice, or any other common, contagious childhood ailments. In general, the parent will be asked to arrange for immediate pick up if the child has a fever of 100.4 degrees or any of the following symptoms: green mucus coming from nose or mouth, generally lethargic manner, vomiting, or diarrhea.

**What are the guidelines to dispense medication to children?** Medications may be dispensed by a Playtime Learning Academy staff with a parent's written consent. A medication permission form must be filled out and signed prior to the administering of any medication. This includes: prescription/over-the-counter medication, suntan lotion, diaper rash cream, insect repellent, etc. All medication must be labeled with the child's name and in its original container. Parents should minimize the number of doses that teachers need to administer by giving morning and evening doses at home. Teachers may not administer medication in outside of labeled directions. Additional guidelines can be found in the parent handbook.

**How can I arrange for a friend or family member to pick up my sick child?** The only people authorized to remove a child from Playtime Learning Academy are those that are listed on the child's enrollment form. The person picking up will need to show photo ID upon arrival. In the event that an emergency situation requires an alternate person to pick up, the parent must send in written permission. This can be done via fax at (813) 319-0704 or email. Parents are asked to regularly update the names and contact information of emergency contacts who are allowed to pick up their children.

**A Florida law was passed that requires child care facilities to provide parents with information detailing the causes, symptoms, and transmission of influenza virus each year, as well as the dangers of distracted adults leaving children in vehicles. My signature below indicates my receipt and understanding of that information as well as the specific guidelines of Playtime Learning Academy sick policy. You may access these forms on the Playtime Learning Academy website.**

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Signature

Relationship

Date

## **Health Standards & Sick Policy (Parent Copy)**

**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 a flu vaccine every fall or winter.

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**THIS PAGE IS FOR THE FAMILY. A SIGNED COPY WILL REMAIN ON FILE AT THE CENTER.**