



LEON COUNTY SCHOOLS

Early Childhood Education

Our passion. *Their future.*

ECPDC Enrollment Documents

Email the following documents to
childcarecenter@leonschools.net



*for a list of acceptable documents, visit our website, www.leonschools.net/earlychildhood

Once you have sent all of the above documents to childcarecenter@leonschools.net, please complete a FOCUS Parent Portal account. Instructions are below.

In the Portal, please list your child's grade as PreK.

- Go to leon.focusschoolsoftware.com/focus/auth
- Click "Register for a Parent Account" and follow prompts to create an account using a personal (not work) email.
- Once account is created, go to Online Enrollment/Application and complete all pages to register and provide documentation to the PreK Office.

Phone: (850) 922-2099
License # C02LE0236



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Early Childhood Program

Fall Registration Information

Registration & Rates

Thank you for choosing Early Childhood Programs for your childcare needs. Please complete the application. Once completed and signed, please return it to the childcare center or send an electronic copy to childcarecenter@leonschools.net. In addition to the application, there is a one-time registration fee of \$150.00 per family. Please note that your child's spot can only be reserved by completing an application and paying the registration fee.

Registration & August Payment Due:

August 1, 2024

Rates

Infants \$1000.00 (\$1050.00 early bird) per month

Toddlers \$800.00 (\$845.00 early bird) per month

Registration \$150.00 per family

If you are an LCS employee or on ELC, please contact the director, Ms. Keke, for pricing.

Orientation will be on August 8, 2024, from 11:00 am-12:30 pm.

Arrival & Departure

At Early Childhood Programs, your child's safety and well-being are our top priorities. A parent or guardian must sign each child in and out every day. This ensures that no child will be released to a person not authorized by the custodial parent. Our hours of operation are Monday-Friday, 8:00 am-5:00 pm. We also offer an early bird drop-off starting at 7:30 am for an additional fee. These spaces are limited, so please see Ms. Keke for placement. The childcare center closes at 5:00 pm. Parents who are late will be assessed a fee of \$1.00 per minute beginning at 5:01 p.m. Payment is due the next day.

Late Payment Fee

A late fee of \$10.00 will be assessed for fees not paid by the due date. A payment chart is attached to the application. Monthly fees can be paid online by debit/ credit card, check, or money orders. Please make money orders and checks payable to Leon County Schools. Money orders and checks must be signed and include your child's first name.



Scan for Childcare Center
Website



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Early Childhood Professional Development Center 2024-25 Application for Enrollment

Child's Information Age: _____ Date of Birth: _____ Sex: _____

Child's Full Name: _____

Child's Address: _____

Family Information: Child lives with: _____

Mother / Guardian Name: _____

Father / Guardian Name: _____

Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Email: _____

Email: _____

Custody: Mother _____ Father _____ Both _____ Other _____

Medical Information:

Doctor: _____ Phone: _____

Address: _____

Allergies: _____

Ongoing medical conditions: _____

I understand that my children only be released only to the custodial parent or legal guardian and the persons listed on the approval pick-up form.

Parent Signature: _____ Date: _____

Other Helpful Information About Your Child: _____

Required Notifications

Section 402.3125(5), F.S., and Section 65C-22.006(3)(c)1, F.A.C., requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility." Section 65C-22.006(3)(c)2,

F.A.C., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.

Section 65C-22.006(3)(c)3, F.A.C., requires that parents are notified in writing of the food and nutrition policies. Meals and snacks are provided by Leon County Schools in accordance with Section 65C-22.005, F.A.C., and The National School Lunch Program, a federally assisted meal program that provides nutritious low-cost or free lunch each school day. Section 65C-22.005(1)(c)2.

F.A.C., requires written permission from parents relating to food consumption, "Permission for Food-related Activities & Special Occasion food consumption." In addition, you are required to notify your child's teacher in writing of your child's food allergies and indicate them on the Emergency & Medical Information form.

Section 65C-22.006(3)(c)4, F.A.C., requires that parents are provided the brochure "Influenza Virus: 'The Flu,' A Guide for Parents." Section 65C-22.002(1)(i)

F.A.C., requires that parents are notified in writing that smoking and the use of any tobacco product is prohibited on school campus. In addition, Policy 3215, Bylaws & Policies of The School Board of Leon County, prohibits the use of tobacco, electronic cigarettes, or tobacco substitutes anywhere on the campus.

The Early Childhood Professional Development Center may accept and may enroll children who have on file a Florida Department of Health DH 681 Form, Religious Exemption from Immunization. Students who have enrolled with form DH 681 may not be immunized or may not be fully immunized.

Some classrooms may have pets who live in containers and or cages residing in the classroom. Please notify us of any animal-related allergies.

Childcare facility requirements are monitored by the Department of Children and Families (DCF), legislated under the Florida Statutes (F.S.), and regulated by the Florida Administrative Code (F.A.C.)

By signing below, you verify that you have received the above information and that this enrollment form is complete and accurate.

Signature of Parent / Guardian

Date

For office use only:

Initial Date of Enrollment: _____

Director's Initials: _____



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Parent Permission Form

Water Activities Permission

My child has permission to participate in water activities. Circle One:

Yes

No

Comments: _____

Parent/ Guardian Signature: _____ Date: _____

Photography Permission

I will allow my child to be photographed for displays, promotions, and video productions that will only be used by Childcare Center at Early Childhood Professional Development Programs. Circle One:

Yes

No

Comments: _____

Parent/ Guardian Signature: _____ Date: _____

Food Projects Permission

My child has permission to participate in food-related activities and special occasion food consumption. Circle One:

Yes

No

Comments: _____

Parent/ Guardian Signature: _____ Date: _____

Policy Acknowledgement

I have read and fully understand the policies outlined.

Parent/ Guardian Signature: _____ Date: _____

By completing registration for my child, I understand and agree that:

- Registration fee is due at the time of registration in order to reserve your child's spot.
- I understand there is a \$10 late fee for payments received after the due date.
- I understand that I will be assessed a late fee of \$1.00 per minute beginning at 5:01 p.m.
- I understand the payment method is debit/credit card, check, or money order. No cash.

I have read and understand the above payment contract, and I agree.

Parent/ Guardian Signature: _____ Date: _____



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2024-'25 Child Pick-Up List

Childcare Center

Student Name: _____

The following individuals are permitted to pick up this child and may be contacted in case of an emergency.

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Cell Phone: _____

Parent Signature: _____ Date: _____

Permission for Food-related Activities & Special Occasion Food Consumption

Licensed child care facilities must obtain written permission from parents/guardians regarding a child's participation in food related activities. These activities include such things as: classroom cooking projects, gardening, school wide celebrations, and birthdays.

I _____ give / decline permission for my child _____.
(Parent or Guardian) (circle one)
to participate in food related activities and special occasions wherein food is consumed.

Please provide the following information:

___ My child DOES NOT have a food allergy or dietary restriction. They **may** participate in activities.

___ My child DOES NOT have a food allergy or dietary restriction. They **may not** participate in activities.

___ My child DOES have a food allergy or dietary restriction. They **may** participate in activities, but may not eat or handle the following items (please list below):

___ My child DOES have a food allergy or dietary restriction. They **may not** participate in activities

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

(Parent or Guardian)

(Date)

Infants Only

Leon County Schools'

Early Childhood Professional Development Center

National School Lunch Program and Infant Formula

Your child can receive infant formula from the National School Lunch Program (NSLP) and age-appropriate solid foods for children four months and older. Your child can receive nationally branded formula or, with the documentation required by DCF from your child's medical caregiver, a nationally branded soy or added-rice formula. You may also choose to provide your breastmilk.

Infants must come with bottles that are fixed and labeled correctly. The childcare center cannot prepare bottles. When you are transporting bottles, please make sure that they remain cool. You can use an insulated lunch box with an icepack to help regulate the temperature of the bottles. This will also keep the formula from spoiling. Please note that bottles should not contain food such as rice cereal. DCF prohibits the childcare center from giving children bottles with food (DCF Handbook 3.9.6G). If bottles are sent with cereal, parents will be contacted immediately to bring the proper bottles.



Label the **bottle** with:

- Baby's first and last name
- Current day's date & time bottle was made.
- Label the cap with baby's first name and last initial

Care Center employees document the times of day and number of ounces consumed by each child. DCF rules require that formula not used within one hour of preparation is discarded. Used bottles are taken home for washing and drying by the parent.

Please make your selection below:

- ☐ I choose for my child to be fed formula provided by the National School Lunch Program.
- ☐ I choose for my child to be fed breastmilk that I provide daily.
- ☐ I choose for my child to be fed the formula I provide daily. **AR formula requires medical caregiver documentation, as required by DCF.**

My child's current formula is _____

Child's name

Date of Birth

Age in months

Parent's Signature

Date



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Childcare Center Payment Chart '24-25

Payment Due	Payment is Late	Start Date	End Date
August 1, 2024	August 12, 2024	August 12, 2024	September 2, 2024
September 3, 2024	September 4, 2024	September 3, 2024	September 30, 2024
October 1, 2024	October 2, 2024	October 1, 2024	November 4, 2024
November 5, 2024	November 6, 2024	November 5, 2024	December 2, 2024
December 3, 2024	December 4, 2024	December 3, 2024	January 6, 2025
January 7, 2025	January 8, 2025	January 7, 2025	February 3, 2025
February 4, 2025	February 5, 2025	February 4, 2025	March 3, 2025
March 4, 2025	March 5, 2025	March 4, 2025	March 31, 2025
April 1, 2025	April 2, 2025	April 1, 2025	May 5, 2025
May 6, 2025	May 7, 2025	May 6, 2025	May 23, 2025

Registration: \$ 150.00
After School Registration: \$ 50.00
Infant Rate: \$ 1000.00 (EB \$1050.00)
Toddler Rate: \$ 800.00 (EB \$845.00)
AfterSchool Rate: \$200.00



Scan for Online Payment