

SPACE COAST CHILD CARE CENTER
1950 Michigan Ave.
Cocoa, FL 32922
(321) 632-8511

2017 Registration Packet

Student's Name _____
(Last) (First) (Middle)

Date of Birth _____ Age _____ Gender _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Guardian (if other than parent) _____ Relation _____

Mother's Name _____

Mother's Employment _____ S.S.# _____

Work Phone _____ Cell _____

Father's Name _____

Father's Employment _____ S.S. # _____

Work Phone _____ Cell _____ Pager _____

Emergency Name & Number if neither parent can be reached

Family Physician _____ Phone _____

Does your child have any allergies? Yes No

Explain: _____

Give all information you can on the following:

Toilet Habits: Trained _____ Abnormal use of restroom _____

Sleep Habits and Difficulties _____

Eating Habits and Difficulties _____

Fears _____

Behavior Habits (Biting nails, sucking fingers, tantrums, biting, etc.)

Discipline (List modes used) _____

Emergency Contact Information

Father's Work # _____ Mother's Work # _____
Father's Cellular # _____ Mother's Cellular # _____
Other Emergency contact# _____ Other Emergency # _____
Email Address _____

Alternate Contacts

Name _____ Name _____
Address _____ Address _____
Home Phone _____ Home Phone _____
Work Phone _____ Work Phone _____

Please provide a list of those whom you allow to pick up your children from school. Please understand that they may be required to show identification in order to pick up your children. We also trust that you will understand if a worker requests your ID, especially if the worker is new to the Academy.

My child / children _____

May be picked up by:

_____	_____
Name (Parent)	Phone No.
_____	_____
Name (Parent)	Phone No.
_____	_____
Name	Phone No.
_____	_____
Name	Phone No.
_____	_____
Name	Phone No.
_____	_____
Name	Phone No.

May NOT be picked up by: (if any)

_____	_____
Name	Phone No.
_____	_____
Name	Phone No.

Parent Signature Date

SPACE COAST CHILD CARE CENTER
1950 Michigan Ave., Cocoa, FL 32922
(321) 632-8511
6:30 a.m. – 6:00 p.m.*
(Ages 3– 12 years & Completely Potty Trained)

Name _____ Date: _____

REGISTRATION FEE: (non-refundable) \$50.00

RATES:

PRESCHOOL: Rate reflects age as of Sept. 1 of the given school year
3 yr. olds (Full-Time \leq 10 hrs./day) \$95.00 weekly

BEFORE & AFTER CARE: VPK (6:30 am - 8:30 am) \$25.00 weekly
VPK (11:45 am - 3:00 pm) \$25.00 weekly
VPK (11:45 am - 6:00 pm) \$50.00 weekly
VPK (Wrap-around) \$75.00 weekly
K5-6th Grades (Wrap-around) \$35.00 weekly
K5-6th Grades \$ 8.00 daily

***Late pick-up fees - \$7.50 per child for the first 5 minutes and \$5.00 per child every 5 minutes thereafter.**

The Day Care Center reserves the right to change the fees with a 30-day notice.
Thank you.

PAYMENT IS DUE MONDAY MORNING IN ADVANCE.
YOUR CHILD WILL BE DISMISSED IF PAYMENT IS NOT RECEIVED BY WEDNESDAY.

CHECKS THAT ARE RETURNED FROM THE BANK FOR NON-PAYMENT WILL BE ISSUED A CHARGE OF \$25 PER CHECK.

Parent's Signature

Date

Space Coast Child Care PARENT INFORMATION - RULES AND GUIDELINES

Participant's Name: _____

REGISTRATION: Fees must be paid prior before Wednesday for the week of service, for your child to maintain his/her enrollment. Please be sure all of the information in your registration packet is correct. Parent/Guardian is responsible to keep this information updated and notify staff in writing of any changes in information. Tax statements are issued before January 31, of next year. If you need your tax information before that time, please retain your receipts. If needed for IRS, our Tax ID# 59-1098804.

PROGRAM DISCIPLINE POLICY: Please review these rules with your child so we can have a great time together! Space Coast Child Care Center reserves the right to expel immediately, from the program, any child that is destructive to Bethel Baptist Church, Space Coast Christian Academy, Space Coast Child Care Center, personal or other business property. In the event your child has a discipline problem, a discipline report will be sent home with your child. Your child must return with the discipline report signed by the parent/guardian before he/she will be allowed to further participate in the program.

FIGHTING - CONTACT MADE 1st incident: Child will be picked up day of incident and be suspended for the next day. 2nd Incident: Suspension one week. 3rd Incident: Removal from program.

FIGHTING - NO CONTACT MADE 1st Incident: Removal from activity. 2nd Incident: Child will be picked up the day of incident and be suspended for the next day. 3rd Incident: Suspension one week. 4th Incident: Removal from program.

DISRESPECTFUL BEHAVIOR TO STAFF OR OTHER CHILDREN OR DISRUPTIVE BEHAVIOR 1st Incident: Counsel participant. 2nd Incident: Time out from favorite activity. 3rd Incident: Child will be picked up the day of the incident and will be suspended for the next day. 4th Incident: Suspension one week. 5th Incident: Removal from program.

PROGRAM RULES:

1. Children must stay with assigned group.
2. Children will show respect to fellow children and staff members.
3. Each child is expected to show respect for personal, private, and business property.
4. Children will be responsible for using games and equipment properly.
5. Name-calling, cursing, swearing, and fighting will not be tolerated.
6. Children must obey staff members and rules at all times. Disrespect will not be tolerated.
7. Children must ask permission from staff members to leave the group.
8. Children must keep hands, feet, and objects to themselves.
9. Children must clean their area before moving on to the next activity.
10. Space Coast Child Care and Space Coast Christian Academy are not responsible for personal devices brought onto the property.

ATTENDANCE GUIDELINES-

1. If you need to pick up your child early, please personally inform a staff member that you are signing out the child.
2. If someone is not listed on the release form, and will be signing out the child, a signed note from the parent/guardian is required prior to dismissal and proof of I.D. is required.

CHECK IN- Each child MUST be escorted into the program and checked in and out of the program by signing the daily sign in/out sheet with a FIRST AND LAST NAME.

CHECK-OUT- Parent/legal guardian must provide names of persons who are authorized to leave the site with a child. Parent/Guardian is responsible to keep this information updated. A legal document must be presented to identify any change in legal custody that affects who is or is not authorized to leave the site with the child. At the time of pickup, proper picture identification and signature will be required. A late pickup fee of \$7.50 per child the first 5 minutes; and \$5.00 per child every 5 minutes thereafter. If the parent/guardian is late, a telephone call is appreciated, but does not relieve you of the responsibility of the late fee. Payment of this fee will be required before your child will be let back into the program.

DISHONORED CHECKS - If your check is returned unpaid by your bank, a \$25.00 minimum service charge (based on the amount of the check), along with the face value of the check, must be paid in full in cash, certified check, or credit card. Checks are not allowed to be re-deposited.

By signing, I agree to the above rules and regulations set forth by Space Coast Christian Academy. Having been informed of the activity to provide supervised recreation for boys/girls, I/we, the parents of the candidate named above, do hereby give my/our approval for his/her participation in any and all of the activities. I/we assume all risks and hazards incidental to the conduct of the activity, transportation to and from the activities, and I/we do hereby release, absolve, indemnify and hold harmless Bethel Bible Baptist Church, Space Coast Christian Academy, and Space Coast Child Care, its agents and employees, the organizers and sponsors, any and all of them. In case of injury to my/our son/daughter I/we hereby waive all claims against the organizers, the sponsors, or any of the supervisors appointed by them. I/we likewise release from responsibility any person transporting my/our child to and from activities.

Parent/Guardian Signature: _____ Date: _____

Please note:

The following are recommendations from the Health Department to help you when deciding whether or not to send your child to child care:

- Fever greater than 100 degrees by mouth. Child may return to daycare only after his or her temperature has been consistently below 100 degrees by mouth for a minimum of 24 hours.
- Vomiting (even once)
- Diarrhea – child will be sent home if he or she has 2 or more runny stools within a day.
- Frequent congested (wet) or croupy cough.
- Lots of nasal congestion, especially if the nose is runny and/or yellow or green in color.
- Any skin condition (such as ringworm) that is contagious.

If a child is sent to child care and exhibits any of these symptoms, the parent will be called to pick their child up. If your child is sent home with any illness and is absent for 3 or more days, a doctor's note will be required for the child to return.

Keeping a sick child at home will help minimize the spread of infections and viruses throughout the child care. Thank you for your understanding.

Parent's Signature

Date

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CHILD CARE POLICIES

1. Bring a change of clothes for emergencies. Once used, please send another set promptly, so we have some on-hand.
2. Child Care cannot be responsible for toys brought from home.
3. Workers must be notified if anyone other than the usual person will be picking up your child. This person must show I.D. We require that adults (not children) sign your child in and out.
4. Your payment is due in advance, unless other arrangements have been made through the office.
5. Please inform the workers of any allergies or special treatment necessary for the health of the child. No medicine will be administered without permission from the parent.
6. No contagiously ill child will be allowed in the Child Care (please see previous page). This is to protect the other children. Should your child become ill at the Child Care, you will be informed immediately. Please be sure we have a current phone number where you may be reached in case of emergency.
7. Please! **NO** cigarettes on the property.
8. The Child Care closes at 6:00 p.m. Please have your child picked up on time, so our workers can go home, too. Late fees are \$7.50 for the first 5 minutes; then \$5.00 every 5 minutes, thereafter.
9. **We are a lice nit and bug free facility.** Your child will not be admitted if they have nits or bugs in their hair.

Parent's Signature

Date

Permission to use Pictures or Video

Please check one:

I hereby give....

I do not give...

Space Coast Christian Academy and Child Care permission to upload my son or daughter's picture or video on the school website and/or Facebook to share with me and other school and child care parents (Space Coast Christian Academy uses the most private settings on Facebook so only friends and family see posts, videos and photos) and for special projects the children may be working on.

I understand that these pictures and videos will be done in a reasonable and tasteful manner and are not used for any other purpose except for the above mentioned purpose.

Parent/Guardian Signature _____ Date _____

E-mail: _____

E-mail: _____

Space Coast Child Care Center

Please write your child's first and last name on everything they bring to child care. Including drinking cups and juice or water bottles, everyday. Thank you.

Children 3-4 yrs.

During the school year (Aug. – May), you may purchase lunch from the school canteen for \$3.75 per day. Please see child care menu for lunch options. Otherwise, please pack your child's lunch. We do not provide snack or drink. Please pack or purchase lunch and provide at least 3 nutritious snacks and drinks each day. They also need a **small pillow & a small blanket**, if they will be napping. Please take them home on Fridays to launder. If you happen to find a nap cover (looks like a large pillow case or fitted sheet) in the bag, please return.

Registration Packet and Fee (\$50.00) is due at least one day before your child attends the daycare. Additional items needed are as follows:

- Immunization Record**
- Current Physical**
- Registration & Weekly Fee (in advance)**
- Meals – unless ordering from canteen
(limited availability)**
- Nutritious snacks and drinks - at least 3 per
day for a full day of care (use ice packs as
needed)**
- Small pillow & blanket (if napping)**