

Christ the King Early Learning Center

Child's

Name: _____
Last *First* *M.I.*

D.O.B. _____ **Sex** _____ **Start Date** _____ **Home Ph#** _____

Mother's Name: _____
Last *First* *M.I.*

Address: _____
Street *City* *Zip*

Email: _____

Place of Employment: _____ **Bus. Ph#** _____

Voice Mail Message Box: Yes No **Cellular Ph#** _____

Father's Name: _____
Last *First* *M.I.*

Address: _____
Street *City* *Zip*

Email: _____

Place of Employment: _____ **Bus. Ph#** _____

Voice Mail Message Box: Yes No **Cellular Ph#** _____

Custody: Mother Father Both Other _____

Emergency Contact (EC) /Pick-up (PU):

1) _____ EC PU
Name *Phone#* *Relationship to Child*

2) _____ EC PU
Name *Phone#* *Relationship to Child*

3) _____ EC PU
Name *Phone#* *Relationship to Child*

Physician's Name: _____ **Phone#** _____

Religious Background: Catholic Non Catholic

Allergies: _____

Information pertaining to child's care i.e. habits, allergies, potty training, etc...

Parent or Guardian's Signature: _____ **Date:** _____

Office use only	
<input type="checkbox"/> Paid Reg fee w/check # _____ dated _____	<input type="checkbox"/> Cash

PARENT AGREEMENT

I am the parent or legal guardian of _____

To record my understanding of my rights and responsibilities as parent, guardian, or custodian of the above-named child, who is enrolled with Christ the King Early Learning Center, I agree to abide by the requirements, written below and all policies set forth in the Family Handbook. Section 402.3125(5), F.S., requires that parents receive a copy of the Child Care Facility brochure, "Know Your Child Care Facility" Section 65C-22.006(4)(c)2., F.A.C., requires that parents are notified in writing of the disciplinary practices used by the childcare facility.

In return for this promise of continual fulfillment of all policies, Christ the King Early Learning Center agrees to provide care for the above-named child which meets the standards and guidelines as set forth below and in the Family Handbook.

The fee as set forth herein will be in effect until a new agreement is signed by me. This fee for each child will be paid in advance, I understand that care will not be provided without this advance payment.

I understand that a registration fee of \$200.00 is required at the time of registration.

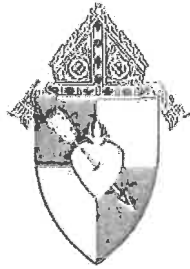
Tuition payments will be made by cash, check, money order or credit card. Receipts will be given for payments is requested. I understand that I have the right to choose to make monthly payments or weekly payments. Monthly payments are to be made no later than the 5th of the month. A \$25.00 late fee will be assessed for accounts not paid by the above date and will be charged an additional \$10.00 each week until it is paid in full. Weekly payments are due on Monday and payment not received by close of business Tuesday, will be assessed a \$15.00 late fee. If my child is not picked up at dismissal, I will pay the required late fee.

I understand there is no automatic reduction of fees when my child is on vacation or has gone from the center for any reason.

I understand there is a returned check fee of \$40.00.

Two weeks advance notice to the Director is required when withdrawing a child from Christ the King Early Learning Center. If two weeks advance notice is not given, I will pay two weeks from the time notice is given.

Parent/Guardian's Signature _____ Date _____



Diocese of Saint Augustine

Catholic Center
11625 Old St. Augustine Road
Jacksonville, Florida 32258
(904) 262-3200

Child Photography Release Form

Without compensation, I hereby grant permission to the Catholic Diocese of Saint Augustine to use and reproduce photographs and/or video taken of my child. These photographs may be used for news and editorial purposes in publications and other electronic reproductions (websites and video) and/or brochures. In addition, I grant my permission to alter the same photos without restriction and to copyright the same. I hereby release the photographer, the journalists and the publications or media outlets they represent, as well as, the parish/church and/or school involved, the Bishop of the Diocese of St. Augustine, a corporation sole, the Catholic Diocese of Saint Augustine and all of their employees and agents, from all claims and liability relating to said photographs.

Child's Name (Printed): _____

Parent or Guardian Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

Date: _____

FOOD ACTIVITIES

My child has permission to consume food items brought into the classroom that are from outside sources, including snack items, pizza parties, birthday parties, Christmas parties, etc.

Parent Signature _____ Date _____

PARENT / GUARDIAN CONSENT FORM

Developmental and/or Social Emotional Screening ASQ-3 (Ages and Stages Questionnaire) ASQ-SE2 (Ages and Stages Questionnaire – Social / Emotional)

I give permission to the staff of Christ the King ELC (preschool or child care center) to complete developmental and / or social emotional screenings for my child / children. This would be in the areas of communication, gross motor, fine motor, problem solving, and social / emotional development. I understand that the information will be submitted online through http://www.elcduval.org/developmental_screenings/.

I understand that a Specialist from the Early Learning Coalition of Duval may contact me to discuss the results of the screenings and about necessary follow up services for my child / children, as part of care coordination, from other agencies like Speech and Hearing Center, Child Guidance, Early Steps, Child Find, Hope Haven, Children's Home Society, Jacksonville Children's Commission, and Episcopal Children's Services.

I understand this is an important and valuable service for my child / children.

	CHILD'S FULL NAME	CHILD'S DATE OF BIRTH
1		
2		
3		
4		

Parent / Guardian Name - Print

Contact Number

Parent Signature

Date

(Consents are valid for 1 year from date signed)

Screening Policy

Screening is a process to determine if a child has any developmental concerns that may require further attention and follow-up. Screenings can include vision, speech/hearing, nutrition, dental, and overall development. We partner with other agencies in the community who will provide opportunities for some of the above screenings to be conducted at our center. Your consent will be obtained prior to the administration of those screenings. Assessment is the process to monitor growth and development on an ongoing basis. Screening and assessment are directly linked to lesson planning and meeting the individual needs of children. Our goal is to ensure that your child is prepared to enter Kindergarten at the age of five.

Among the screenings and assessments conducted at our center are: the Alphabet Letter Recognition Inventory (ALRI), portfolio assessments in the preschool classrooms, Teaching Strategies Gold, and the Ages and Stages Questionnaire (ASQ) for ages four months through five years. At least once a year, our center administers the ASQ screening. This tool assesses a child's overall development in the areas of: communication, gross motor, fine motor, problem-solving, and personal social skills. Our staff have been trained how to administer this screening. The questions on the ASQ may be answered based on teacher observation, one-on-one activities conducted with the child or by parent/guardian input. Upon completion of the questionnaire, we will share with you the results and may provide supplemental learning activities or follow-up recommendations.

***I give consent for my child to participate in screenings administered at the center. I understand that the information gathered from the screening will be used to help my child with his/her developmental growth and success. My child's results and findings are confidential and will only be shared with my permission.

Child's Name: _____ Date of Birth: _____

Parent/Guardian's Printed Name: _____

Best Daytime Contact Number: _____

Parent/Guardian's Signature: _____ Date: _____



Parents Please Let Us Know How You Would Like to Get Involved!

- _____ Party Planning
- _____ Reading or Storytelling
- _____ Art Activity/Project
- _____ Building & Grounds Work Day
- _____ Field Trip Chaperone
- _____ "Homework" (Cutting, typing, etc... to be done at home)
- _____ Decorating Bulletin Board
- _____ Career Sharing
- _____ Fundraising
- _____ Provide Needed Materials
- _____ Participate in Classroom Activities
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Please let us know days and times that are most convenient for you.

- _____ Monday
- _____ Tuesday
- _____ Wednesday
- _____ Thursday
- _____ Friday

Child's Name: _____

Classroom: _____

**Diocese of St. Augustine
Parent Permission and Release of Liability
School Field Trip Participation**

Name of Child: _____

Name of Parent or Legal Guardian: _____

Name of School: Christ the King Early Learning Center

Name of Event: Practices, Nature Walks, Christmas Program, Graduation, etc.

Destination: Christ the King Campus - Church, School Gym and Early Learning Center

Date and Time of Departure: Varied

Date and Anticipated Time of Return: Varied

Method of Transportation: Walking

Student Cost: \$0

The above student is eligible to participate in above school-sponsored event requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of employees from the above school.

If you would like your child to participate in this event, please read, complete, sign and return this form which includes your consent, as well as a full release of liability. As parent or legal guardian, you remain fully responsible for any acts of the named student during this activity.

Please list any known allergies: _____

Physician's Name: _____ Telephone Number: _____

The undersigned parent, guardian or legal representative hereby consents to the participation of the above-noted student in the event described and further consents to the conditions stated above on participating in this event, including the method of transportation. It is understood that this event will take place away from the school grounds and that the student will be under the supervision of a designated school employee(s) on the stated dates.

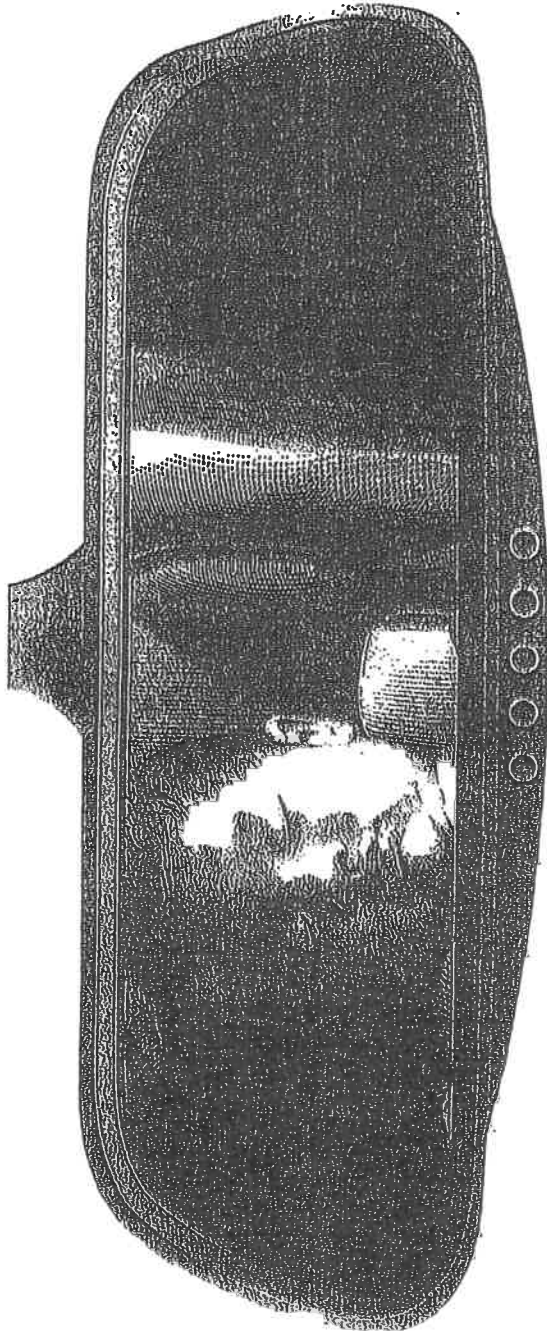
For and in consideration of the student being allowed to participate in this event, and other valuable consideration, the undersigned parent, guardian, or legal representative, on behalf of the student and the student's parents, personal representatives, assigns, heirs, and next of kin, does hereby release and hold harmless the Diocese of St. Augustine Erik T. Pohlmeier, as Bishop of the Diocese of St. Augustine, a corporation sole, Bishop Erik T. Pohlmeier, individually, the above-noted school, and employees and agents of said parties engaged in this particular event, their personal representatives or assigns, from any loss or damage on account of any injury to the person or the personal property, of the student, or death, caused by negligence or otherwise, while the student is engaged in the above-stated event or in transportation to and from said event. The undersigned expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida, and that if any portion of this Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned parent, guardian, legal representative further acknowledges that he/she is authorized to enter this Agreement on behalf of the student, and the student's parents, personal representatives, assigns, heirs, and next of kin.

(Parent / Guardian / Representative Signature)

(Date)

Home Phone: _____ Work Phone: _____ Cell Phone: _____



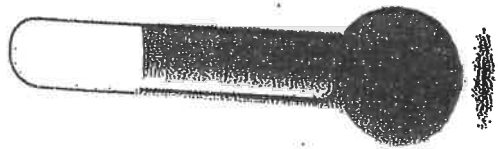
FACTS ABOUT

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.



▲ 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.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian: _____

Child's Name: _____

Date: _____

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

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.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents:*

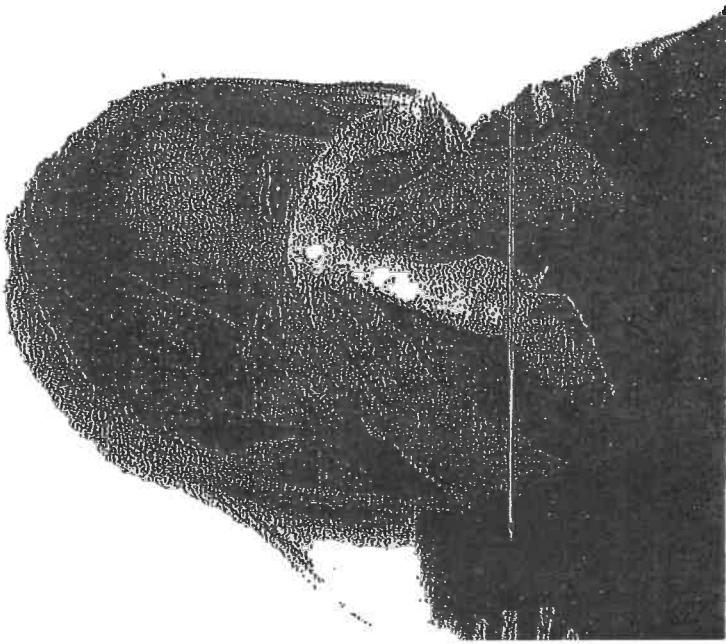
Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



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.

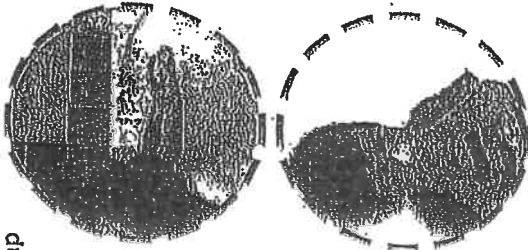
CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blotchy
- Is not drinking enough
- Seems depressed, not waking up, does not want to be up or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions like heart or lung disease, diabetes, or what get worse

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

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.

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



CHRIST THE KING
EARLY LEARNING CENTER
The Diocese of St Augustine

Section 7 – Receipt of Parent Handbook

(This page to remain on file in the center.)

I have received a copy of Christ the King Family Handbook and agree to abide by the policies.

Parent of _____
Child's Name

Parent Signature _____ Date _____

Director Signature _____ Date _____

Documents Needed before your child's first day of school

Current Shot Record from your child's physician

Current Physical Form completed by your child's physician

Birth Certificate

Supply List

Nap Mat (available at Amazon and Walmart)

Crib sheet and blanket

Two changes of clothing

Wipes two pks. monthly (One year old and Two-year-old rooms)

Cup

*Please make sure your child's first and last name are printed on all of their belongings.



CHRIST THE KING
EARLY LEARNING CENTER
The Diocese of St Augustine

2024/2025 Christ the King Early Learning Center Rates

Room	Monthly Rates	Weekly Rates
Infants	\$1265.00	\$316.25
Ones	\$1225.00	\$306.25
Twos/ Older Twos	\$1145.00	\$286.25
Threes and Fours	\$985.00	\$246.25
Lunch Bunch 9 am – 3 pm	\$785.00	\$196.25
VPK Wrap-around	\$890.00	\$222.50
VPK Lunch Bunch 9 am – 3pm	\$640.00	\$160.00

*Save up to two weeks a year by paying monthly! *

*Part time rates if space available: \$75.00 per day infant/toddler rooms and \$60.00 per day in 3-and 4-year-old rooms.

Two-Year-Old Part Time Rate:

5 days a week: 8:30am – 11:30 am: \$500.00 a month

Pre-school Part Time Rates:

3 days a week: 8:30 am – 11:30 am: \$400.00 a month

5 days a week: 8:30 am – 11:30 am: \$500.00 a month



Christ the King ELC

2025 Holiday Schedule

Wednesday, January 1	Closed for New Year's Day
Monday, January 20	Closed for Martin Luther King Jr. Day
Monday, February 17	Closed for Presidents' Day
Friday April 18	Closed for Good Friday
Monday April 21	Closed for Professional Development
Monday, May 26	Closed for Memorial Day
Friday, July 4	Closed for Independence Day
Friday August 8	Center closes at 12:00 pm
Monday, September 1	Closed for Labor Day
Tuesday, November 11	Closed for Veterans Day
Wednesday, November 26	Close at 3:00PM
Thursday, November 27	Closed for Thanksgiving
Friday, November 28	Closed for Thanksgiving
Wednesday, December 24	Closed for Christmas
Thursday, December 25	Closed for Christmas
Friday, December 26	Closed for Christmas
Wednesday, December 31	Center closes at 3:00 pm
Thursday, January 1, 2026	Closed for New Years
Friday, January 2, 2026	Closed for Professional Development

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as: Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE**