

Northwood Child Care (NCC) – Before & After School Care Program
2024 - 2025 School Year

Thank you for your interest in choosing *Northwood Child Care* located at *Northwood Presbyterian Church* for your child's before and after school care. We have been serving the community for over 30 years, and we look forward to having your child as part of our program.

PROGRAMS OFFERED:

Before School Care – 7:00 – 8:30am \$45.00 per week

Before & After School Care – 7:00 – 8:30am; 2:45 – 6:00pm \$70.00 per week

There is a non-refundable registration fee of \$25.00 per child/\$40.00 per family due at registration

Our annual tuition rate is based on the number of school days scheduled by Pinellas County Schools. That rate is divided into equal payments corresponding with the instructional weeks of the school year, regardless of how many days there are in that week. The days that we do not provide child care, such as holidays, teacher in-service training days, and holiday breaks (camp tuition rates apply) are ***not*** included in determining our annual tuition rate.

Tuition is due the Friday prior to the week of care, and payable by check or money order to NCC.

This is not a "Drop-in" Program. Once enrolled, tuition payments are required regardless of how many days your child attends.

Please complete and return the attached form to register your child for the 2024-2025 school year

If you have questions, please contact:

Roxane Fineo

Northwood Child Care at Northwood Presbyterian Church

2875 State Road 580 Clearwater, FL 33761

schooldirector@northwoodpc.org or 727-723-7679

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Please fully complete the requestion information and return this page.

Student's Full Name _____

Age on 9/1 _____ D.O.B _____

Parent/Guardian Name _____ Telephone _____

Address _____ Cell/Business _____

City _____ State _____ Zip _____

e-mail address _____

Parent/Guardian Name _____ Telephone _____

Address _____ Cell/Business _____

City _____ State _____ Zip _____

e-mail address _____

We may take pictures for special events or projects. We may live stream programs and ceremonies. Please indicate your choices by initialing below.

_____ I give permission to have my child photographed.

_____ I give permission to be in the class directory.

_____ Please do not photograph my child.

_____ Please do not include me in the class directory.

Please put a check mark next to your program choice:

_____ **Before School Care only (7:00 – 8:30am)**

_____ **Before & After School Care (7:00 – 8:30am; 2:45 – 6:00pm)**

_____ **Registration fee paid**

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PINELLAS COUNTY CHILDREN'S CENTERS LICENSING STANDARDS

This children's center has met regulations found in Licensing Regulations Governing Pinellas County Children's Centers.

A valid temporary permit or license, which bears the distinctive seals of Pinellas County and the Florida Department of Children and Family Services, is posted in a conspicuous place within the center. A valid temporary permit or license will also include: effective and expiration dates, a license number, capacity and ages of children in care.

A LICENSED CHILDREN'S CENTER MUST:

- ❖ Adhere to its licensed capacity at all times.
- ❖ Post a schedule of daily activities.
- ❖ Have first aid and emergency procedures, and post evacuation diagrams in each room.
- ❖ Keep accurate, current daily attendance records and document a visual sweep of the entire premises at the end of each day.
- ❖ Provide parent(s) or legal guardian(s) access to the children's center during normal hours of operation.
- ❖ Report suspected child abuse to the statewide toll-free telephone number.
- ❖ Provide a permission form for parent(s) or legal guardian(s) to allow the center to administer medication as necessary.
- ❖ Document required information when administering medication.
- ❖ Document accidents and incidents and obtain parent's, legal guardian's or authorized pick-up person's signature(s).
- ❖ Maintain vehicles in safe condition if transportation is provided.
- ❖ Obtain parent's or legal guardian's permission before transporting children.
- ❖ Maintain contact information for children in vehicles being used for transport and emergency care plans for children with chronic medical conditions.

CHILDREN'S RECORDS REQUIREMENTS

The following documentation is required to be maintained in the children's center for each child in care:

- ❖ A signed statement that parent or legal guardian received a copy of this brochure.
- ❖ A statement signed by parent or legal guardian that enrollment information is complete and accurate.
- ❖ A signed statement that the children's center has provided parent(s) or legal guardian(s) a copy of the written disciplinary practices.
- ❖ A current health examination record (not required for school age children).
- ❖ A current Florida Certificate of Immunization (not required for school age children).
- ❖ A notarized Emergency Medical Release.
- ❖ Medical records that include special medical or dietary needs and a list of allergies, if applicable.
- ❖ Primary hours of care and days of week in care.
- ❖ Telephone numbers or instructions as to how to reach parent(s) or legal guardian(s) when children are in care.
- ❖ Hospital preference.
- ❖ Child's full, legal name, birth date, date of enrollment, current address and preferred name/nick name.
- ❖ Name, address, and telephone number of parent or legal guardian.
- ❖ Name, address and telephone number of emergency person(s), other than parent or legal guardian.
- ❖ Name, address and telephone number of physician and dentist.
- ❖ Proof of receipt by parent(s) or legal guardian(s) every August and September of information regarding causes, symptoms, and transmission of the Influenza virus.

PERSONNEL REQUIREMENTS

- ❖ Director has a Director Credential with the certificate posted.
- ❖ Documentation that staff meets the staff credentialing requirement (not required for school age centers).
- ❖ Completion of background screening.
- ❖ Completion of 40-Hour Introductory Child Care training.
- ❖ Completion of 10 hours training annually.
- ❖ Completion of early literacy training (not required for school age centers).
- ❖ Documentation of educational requirements.
- ❖ Meet minimum age requirements.
- ❖ Signed statements that employees understand the statutory requirement of reporting child abuse/neglect.
- ❖ Staff trained in first aid and CPR on the premises at all times and on field trips
- ❖ Staff maintain direct supervision including minimum adult-child ratios:

2 months-1 year	1 adult for 3 children
1 year-2 years	1 adult for 5 children
2 year olds	1 adult for 10 children
3 year olds	1 adult for 15 children
4 year olds	1 adult for 20 children
5 years and up	1 adult for 25 children

NUTRITIONAL REQUIREMENTS

- ❖ Parent(s) or legal guardian(s) notified of meals provided that are of quality and quantity to assure child's nutritional needs are met or arrangements made for parent(s) or legal guardian(s) to provide nutritional food.
 - Posted meal and snack menus.
 - Safe drinking water is available.
- ❖ Has sufficient indoor space for playing and napping that is kept clean, adequately lighted, vented and in good repair.

PHYSICAL ENVIRONMENT

- ❖ Has indoor and outdoor space that is clean and free of litter and other hazards.
- ❖ Has toys, equipment and furnishings that are age and developmentally appropriate, and are maintained in an operable, safe, and sanitary condition.
- ❖ Has appropriate bathroom facilities that are operable, clean and sanitized (daily).
- ❖ Has isolation area for ill children.
- ❖ Has equipment for proper sanitary hand washing, toileting, and diapering activities.
- ❖ Has at least one corded, operable telephone available to staff.

HEALTH RELATED ENVIRONMENTAL REQUIREMENTS

- ❖ Annual approved fire inspections conducted.
- ❖ Monthly checks to ensure all areas of the children's center are free from fire hazards.
- ❖ Smoking is prohibited on premises.
- ❖ Storage of toxic and hazardous materials in areas inaccessible to children.
- ❖ Fire and emergency drills conducted as required.
- ❖ A labeled, fully stocked first aid kit.
- ❖ Parent(s) or legal guardian(s) notified of all animals on site.
- ❖ Records of immunizations for animals/fowl.
- ❖ Prohibit fire arms or weapons on premises (excluding federal, state and local law enforcement officers).
- ❖ Prohibit narcotics, alcohol or other impairing drugs on the premises.
- ❖ Bimonthly outdoor equipment maintenance checks.