

Welcome to 2023  
**Circle C Ranch Summer VPK**

Unique Fun-Filled Activities Include:

- Swimming ●Horseback Riding ● Sports ●Arts and Crafts

**\*\*\*Must be 4 as of September 1st 2022\*\*\***

To Register Your Child for VPK:

- \*Signed VPK Voucher
- \*Complete Application
- \*Signed June and July Calendars
- \*Signed Attendance Policy
- \*Copy of Immunizations and Physical

June 1st to July 13th  
7:30am to 5:30pm

Child's Name: \_\_\_\_\_

Mom Email Address: \_\_\_\_\_

Dad Email Address: \_\_\_\_\_

**Enrollment Application, Registration, and  
Supply Fees Required and Non-refundable.**

# Child's Enrollment/Information Form

CHILD'S NAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_

DOB: \_\_\_\_\_ DATE ENROLLED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ FATHER'S NAME: \_\_\_\_\_

CUSTODIAL PARENT (CIRCLE ONE):      MOTHER                      FATHER                      JOINT

HOME/CELL PHONE: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

LEGAL GUARDIAN NAME (if different than above): \_\_\_\_\_

**PERSONS AUTHORIZED TO REMOVE CHILD (LEGAL IDENTIFICATION REQUIRED)**

1. \_\_\_\_\_  
     NAME                                      RELATIONSHIP                                      PHONE

2. \_\_\_\_\_  
     NAME                                      RELATIONSHIP                                      PHONE

ALTERNATE NUTRITION PLAN AGREEMENT

I understand and approve the use of the Alternate Nutrition Plan. I agree to provide the following meals and/or snacks to meet my child's nutritional and dietary needs.

Indicate any Special Dietary Requirements:

**Parents provide am/pm snacks and a good size lunch with ice packs.**

(Mark "P" for Parent Provides, or "C" for Center Provides)

<u>NA</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Breakfast	A.M. Snack	Noon Meal	P.M. Snack	Dinner	Evening Snack	Formula

HILLSBOROUGH COUNTY ORDINANCE requires that parents must receive a copy of the "KNOW YOUR CHILD CARE FACILITY/FCCH BROCHURE", information on the INFLUENZA (FLU) VIRUS, information on "DISTRACTED DRIVER", and "RILYA WILSON ACT" and the parents are notified in writing of the "DISCIPLINARY PRACTICES" and "EXPULSION POLICY" used by the Child Care Facility/FCCH. The parent's/ legal guardian's signature certifies receipt of the Child Care Facility/FCCH brochure, influenza information, discipline policies, alternate nutrition plan agreement and that all the information on this form is complete and accurate.

\_\_\_\_\_  
 Signature of Parent or Legal Guardian

\_\_\_\_\_  
 Date

Distributed by the Hillsborough County Childcare Licensing Program

Mom's Email Address: \_\_\_\_\_

Dad's Email Address: \_\_\_\_\_

Medical Alert Information (i.e., allergies, medical and/or special needs/conditions): \_\_\_\_\_

List any additional information which would be beneficial for the child care provider to know about your child: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_

**NOTE: Physical & Immunization Record should accompany child.**

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**EMERGENCY CONTACT (OTHER THAN PARENTS):**

1. \_\_\_\_\_  
NAME RELATIONSHIP PHONE

2. \_\_\_\_\_  
NAME RELATIONSHIP PHONE

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AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

If my child, \_\_\_\_\_, should become ill or  
CHILD'S FULL NAME

Injured at, Circle C Ranch Academy, I understand that the  
NAME OF FACILITY/PROVIDER

Child Care Provider will: (1) Contact me immediately and (2) Contact the person (s) I have designated if I cannot be reached.

Should the provider be unable to reach me and/or the person(s) designated, they are authorized to contact my child's physician and/or arrange for immediate medical treatment.

The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child.

I will accept responsibility for payment of medical services rendered.

\_\_\_\_\_  
SIGNATURE RELATIONSHIP DATE

(OPTIONAL)

Sworn to and subscribed before me this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida – At Large.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_ who is/are personally known to me

\_\_\_\_\_ who has/have produced identification: \_\_\_\_\_



## **Child’s Enrollment/Information Part II**

### **DEVELOPMENTAL SCREENING**

During your child’s first few years of life, many important skills and abilities are established – skills that are key to success in school and later in life. At Circle “C” Ranch Academy, we believe that it is very important to monitor the growth and development of children in our care so that we may properly assess each child and may call attention to any possible developmental delays. Early attention often means delays can be solved and children can “catch up” with their classmates.

Our teachers have completed training in the observation and screening of young children, and we have implemented a program of periodic screening for our students. We will occasionally observe your child’s development and will record the results using a checklist designed for this specific purpose.

We welcome your involvement in the screening process and would be glad to explain our approach to you in detail. As a result of any developmental screening conducted, we will provide you with a summary of your child’s progress and will suggest developmentally appropriate activities that you might do with your child. If the results of the screening suggest areas of possible concern, we will advise you on how to schedule a more detailed assessment for your child. All information about your child and your family is kept confidential. Please indicate below if we have permission to periodically monitor your child’s growth and development.

\_\_\_\_\_  
Initial of Parent or Legal Guardian

### **MEDIA RELEASE**

Circle “C” Ranch Academy will be hosting several events in which family members, friends, guests, and staff are invited. During these times cameras and video equipment are accepted to be used by our family members, friends, guests, and staff. On many occasions there will be group participation from all students. This is when your child may have their picture taken by somebody else or Circle “C” Ranch Academy.

I  do  do not (please check appropriate space) grant permission to Circle “C” Ranch Academy to use photographs or videotapes of my child for publication, (bulletin boards, newsletters, or other media outlets). Please sign below acknowledging and/or accepting this request.

\_\_\_\_\_  
Initial of Parent or Legal Guardian

### **CHILD ENRICHMENT AUTHORIZATION**

I authorize my child to participate in any “Child Enrichment Services” that Circle “C” Ranch Academy may provide. This may include but not limited to:  
\*language training \*music instruction \*educational instruction \*technology \*special food experiences

\_\_\_\_\_  
Initial of Parent or Legal Guardian

### **SWIMMING LESSONS / INSTRUCTION**

I, the parent of \_\_\_\_\_, authorize my child to participate in swimming lessons at Circle “C” Ranch Academy. I understand that Circle “C” Ranch Academy will use all reasonable precautions to ensure the safety of my child during these sessions. I will not hold Circle “C” Ranch Academy or the instructors liable for accidents or mishaps resulting from these sessions. (Swimming lessons are only available during Summer Camp.)

\_\_\_\_\_  
Initial of Parent or Legal Guardian

**6204 Interbay Boulevard, Tampa, FL 33611 – Phone (813) 831-8429 Fax (813) 839-4248**  
**Nationally Accredited by The National Accreditation Commission for Early Care and Education Program**  
**“We have NAC for Excellence”**



**HORSE BACK RIDING / INSTRUCTION**

I, the parent of \_\_\_\_\_, authorize my child to participate in horseback riding class at Circle “C” Ranch Academy. I understand that Circle “C” Ranch Academy will use all reasonable precautions to ensure the safety of my child during these sessions. I will not hold Circle “C” Ranch Academy or the instructors liable for accidents or mishaps resulting from these sessions. Horse instruction will begin each day, weather permitting, after 3pm.

\_\_\_\_\_  
Initial of Parent or Legal Guardian

**ANIMAL ALLERGY RELEASE**

Here at Circle “C” Ranch Academy we provide opportunities to enhance each student’s educational learning experience through animals. We offer horseback riding and a few farm animals to care for and love. In addition, we will be inviting various wildlife rescue and other vendors to visit our school.

In order for your child to take part in any hands-on learning experience that may be planned, please sign confirming that your child **DOES NOT** have any animal allergies and is able to participate in hands on activities involving animals.

Child’s Name: \_\_\_\_\_ Allergies: \_\_\_\_\_

\_\_\_\_\_  
Initial of Parent or Legal Guardian

**PARENT HANDBOOK**

This is to acknowledge that a staff member has provided me with a Parent Handbook, including all policies and procedures for Circle “C” Ranch Academy. I have read and agree to all said policies and procedures there within. The Parent Handbook is provided via email unless requested in paper format.

\_\_\_\_\_  
Initial of Parent or Legal Guardian

**INSURANCE**

Your personal insurance is the insurance for all accidents. We at Circle “C” Ranch Academy do not have the policy to be the company that provides the coverage. We have more than ample staff-to-child ratios, but with our environment there will be accidents.

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Group Policy Number

\_\_\_\_\_  
Initial of Parent or Legal Guardian



**WAIVER OF LIABILITY, ASSUMPTION OF RISK & INDEMNITY AGREEMENT**

1. **Waiver:** I, for myself, my spouse, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue the Circle “C” Ranch Academy, its directors, officers, employees, consultants, and agents from liability from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arising from or in connection with, but not limited to the participation of my child(ren) identified below in activities, and use of facilities, premises, horseback riding and instruction and swimming instruction and swim time or equipment related to Circle “C” Ranch Academy. I do further hereby release and forever discharge Circle “C” Ranch Academy from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the participation of my child(ren) in Circle “C” Ranch Academy.
2. **Assumption of Risks:** The use of Circle “C” Ranch Academy staff, equipment and/or services carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid personal injury, accidents, illnesses, neglect, or abuse, which risks the undersigned acknowledges and hereby expressly and specifically assumes. I also understand there is risk involved in the activity of horseback riding and swimming.
3. **I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the activities made possible by Circle “C” Ranch Academy. I understand that this Release discharges Circle “C” Ranch Academy from any liability or claim that I may have against Circle “C” Ranch Academy with respect to say bodily injury, personal injury, illness, death, or property damage that may result from the participation of my child(ren) in Circle “C” Ranch Academy, I also understand that Circle “C” Ranch Academy does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance. I hereby assert that my child’s participation is voluntary and that I knowingly assume all risks.**
4. **Indemnification and Hold Harmless:** I also agree to IDENTIFY AND HOLD HARMLESS the directors, officers, employees, consultants, and agents of Circle “C” Ranch Academy from any and all claims, actions, suits procedures, costs, expenses, damages, and liabilities as a result of my child’s participation in Circle “C” Ranch Academy.
5. **Acknowledgment of Understanding:** I have read and understand this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms. I acknowledge that I am signing this agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability for any and all incidents or negligence to the greatest extent allowed by law.

**IN WITNESS WHEREOF**, the undersigned has executed this Release as of this day and year: \_\_\_\_\_

Name of Child(ren) Attending Circle “C” Ranch Academy: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian / Date

\_\_\_\_\_  
Signature of Circle “C” Ranch Academy / Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Printed Name of Circle “C” Ranch Academy

**CHANGES:** In the event any of this information changes, please notify us immediately. Thank you.



## **Business Policies**

The following rules pertain to Circle “C” Ranch Academy business policies. These policies are non-negotiable and are legally binding.

### **A. Enrollment**

1. All forms must be completely filled out and returned before beginning services.
2. Circle “C” Ranch Academy enforces a strict medication policy. All families are required to review this policy located in the Parent Handbook. The client understands that all medication forms must be filled out before any medication will be administered.
3. Parent agrees to submit (on or before the first day of care) a copy of each child’s current medical card or insurance card, as well as each child’s physical and immunization record.
4. The parent understands Circle “C” Ranch Academy is responsible for informing parent(s) of any accidents occurring during the day. Accident forms are filled out, signed and filed into each child’s history folder.

### **B. Payments**

1. No place will be reserved without a non refundable deposit being paid.
2. A \$100 Non-refundable Camp Registration fee is paid at time of enrollment.
3. Post-dated checks are not accepted.
4. Tuition is due on Monday. Any tuition received late will be charged \$5 for the first day and each occurring day thereafter. If services are not paid by the end of the week, your child will not be allowed to return to Circle “C” Ranch Academy until payment and all late fees are paid.
5. Returned checks will be assessed fees payable in cash or money order for:
  - a. The full amount of the check
  - b. \$30.00 returned check fee and
  - c. Any additional fees incurred by Circle “C” Ranch Academy as a result of the check not clearing
7. **All payments are final. All payments are non-refundable.**

### **C. Hours/Days**

1. Circle “C” Ranch Academy’s hours of operation are 7:00am until 5:30pm. If you are late picking up your child, based on the hours listed on your service agreement, you will be charged an overtime late fee of \$1.00 for every minute past closing time.



2. Parents will be charged for the full week whether the child comes for one day or all five. Holidays that fall during the week will be paid for even though the facility may be closed.
3. Our school year program allows for 2 discounted weeks per child to be used as vacation. To retain your child's place in our program, a written notification or email in advance to the Director will provide you with two (2) weeks of tuition at no charge. Any additional weeks are billed at the full tuition rate. Vacation time is based on a full enrollment year (August through May). Vacation request may be made only after 90 days of enrollment. These vacations must be taken in 5 consecutive days (Monday-Friday only).
4. Circle "C" Ranch Academy observes the following holidays. On these days the school is closed and substitute care is not provided: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after, Christmas Eve and Christmas Day.
5. Circle "C" Ranch Academy requires that you sign your child in/out of Procure Parent Engagement App everyday of attendance. It is very important that you use this attendance policy to ensure that we have your child's time of arrival and departure daily.

#### **D. Illnesses**

1. Parents should notify Circle "C" Ranch Academy if there has been an illness in the family over the weekend or if anyone has been exposed or diagnosed to COVID-19.
2. A child will not be allowed to attend Circle "C" Ranch Academy if there is a fever, diarrhea, or other contagious symptoms. (Please see illness policy in parent handbook for more specific details.)
3. Medication can be given if it is in the original container, labeled with the child's name and is accompanied by a signed authorization form. (Please see the medication policy in parent handbook for more specific details.)

#### **E. Clothing and Supplies**

1. Children's belongings must have their name clearly marked. Toys brought from home are not permitted. Circle "C" Ranch Academy is not responsible for lost items. Unmarked items left will be collected and put in the lost and found. At the end of two weeks all unclaimed items will be donated to charity.
2. Please send your children in appropriate clothing for our outdoor environment and the weather. All children must wear closed shoes to participate in our program. Sandals or flip flops are not allowed.
3. Parents are required to bring a small sheet & blanket for the children to use for naptime. (Toddlers, Two, and Three Year Olds)





4. Circle "C" Ranch Academy provides an assigned cot/mat for each child in the Toddler and Two Year Old Classrooms. All Three and Four Year Old's are required to provide their own fold up mat.
5. Circle "C" Ranch Academy does not provide any food. We require parents to provide AM and PM snacks with a good size lunch. Parents are responsible for providing their child's nutritious lunch, that follows the USDA guidelines, daily. We encourage you to provide a water bottle for your child to refill through out the day.

#### **F. Discipline Procedures**

Children of new clients will be placed in care on a two-week trial basis. This allows both parties to get acquainted with each other and to see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative arrangements.

The goal of discipline is to help children see the sense in acting a certain way. Of course, this is a time consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her developmental age and stage must be taken into consideration.

At Circle "C" Ranch Academy we encourage positive behavior in the following ways:

1. Allowing the child choices of activities, equipment, and materials, giving them a feeling of control over their environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, or kicking.
3. Fostering good communication and developing confidence and good relationships with others by communicating at eye level, listening attentively, and making simple requests in positive ways.
4. Recognizing and re-enforcing positive behavior. Our curriculum follows a conscious discipline model. Acknowledging children when they are behaving appropriately and immediately complimenting them. Praising good behavior is one of the most effective discipline methods used at Circle "C" Ranch Academy.
5. Clearly defining and consistently maintaining limits in the classroom. Classroom rules are kept simple, clear and few in number to set limits that children can learn and depend on.

If a child is experiencing difficulty controlling their behavior:

1. Teacher may suggest or help the child become involved in another activity in which they can be successful. Redirecting the child helps them avoid negative situations in which they may be rejected or frustrated, which may prevent escalation of the problem.
2. If a problem still exists, the child will be removed from the play area and given time away from the group for self quieting to regain control. Self quieting teaches internal control



and self responsibility. It is taking a break in order to work through emotions or find alternative solutions to a problem. The child determines the time limit for this personal time. He/she may return to the group when he/she is ready.

If continued unacceptable behavior occurs:

1. Within one week, the parent will be scheduled for a conference to create a Behavior Intervention Plan and to discuss possible solutions.
2. Ongoing documentation, “journaling”, will begin, which will describe detailed daily behavior within the classroom. Journaling will continue for a period of no more than two weeks.
3. If necessary, *Care Options* through Hillsborough County’s Interagency Referral Program will be asked to become involved. (Please see brochure for complete services.) This referral must be complete within a 3 week period.
4. If necessary, a developmental screening through *FDLRS* (Florida Diagnostic and Learning Resources System) will be recommended. (Please see brochure for complete services.)

While it is our desire to work through behavior related issues in the manner described above, **AGGRESSIVE PHYSICAL BEHAVIOR WILL NOT BE TOLERATED.** Any physical abuse against an employee, striking another w/ a foreign object, choking, kicking, and biting are all considerations for immediate dismissal. **Parents will be held responsible for any destruction to school property.**

A written record of incidents affecting the program including unacceptable behavior, accidents, injuries to or minor illnesses of children will be kept on file using the Accident/Incident Form approved by Hillsborough County Child Care Licensing. Accidents and Incidents may also be shared with the parent on Procure Parent Engagement App. The parent of the child involved in the incident or accident will be notified of such incident on the date of the occurrence and will be required to sign the record verifying such notification. The completed form will be retained by Circle “C” Ranch Academy.

Spanking or any other form of physical punishment is strictly prohibited. Discipline shall not be associated with food, rest, or toileting. Children cannot be denied active play as a consequence of misbehavior. Children shall not be subjected to discipline that is severe, humiliating or frightening. These methods are considered child abuse.

Circle “C” Ranch Academy is intended to be a safe and enjoyable learning environment for students, teachers, and extended staff. It is with mutual respect and ownership that we address issues of unacceptable behaviors, which requires complete support from everyone involved. Parents, teachers, and administration are expected to respond quickly and positively to any issues of disruptive behavior so that we can effectively plan and address those issues that affect our students and offer a positive remedy.



**G. Miscellaneous**

1. If warranted, parents will supply a change of clothes each day, even if their child is fully potty trained. This includes school-aged children.
2. Parents are responsible for diapers, creams, and special-needs food.
3. Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply).
4. Parents will pick their child/children up inside Circle “C” Ranch Academy and will walk their child to the car. No child will be released to a honking horn.
5. Only designated persons will be allowed to pick up the child(ren).
6. Parents are responsible for providing a two-week notice if they decide to terminate. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back tuition owed. Failure to pay these fees within 10 calendar days will result collection or small claims court action.

By signing this form you agree to the terms contained herein and that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

\_\_\_\_\_  
Signature of Parent or Legal Guardian / Date

\_\_\_\_\_  
Signature of Circle “C” Ranch Academy / Date



## VPK ATTENDANCE POLICY

Welcome to Circle C Ranch Academy's VPK program! Our goal is to provide a high quality prekindergarten learning experience that will prepare your child to be successful in kindergarten. To obtain this goal, we recognize that regular daily attendance is vitally important to your child's kindergarten readiness. Our attendance policy was adopted following Florida's Voluntary Prekindergarten Program's attendance requirements.

**VPK Attendance Requirements:** By initialing each item, you are verifying that you understand and will comply with each requirement.

\_\_\_ VPK hours are \_\_\_\_\_ to \_\_\_\_\_ or \_\_\_\_\_ to \_\_\_\_\_. It is important that parents adhere to the start time. Late arrivals are disruptive to the group and awkward for the arriving child.

\_\_\_ Absences cannot exceed more than 20% of the instructional days each month. This means the child can only miss 3 days out of each month. The 20% does not apply to scheduled holidays or other school closings. Please refer to our school calendar for holiday closures and plan your vacations in accordance with these dates.

\_\_\_ A child with excessive absences (more than 20% each month) may jeopardize his/her continued enrollment in the VPK program.

\_\_\_ Parents are required to sign a monthly child attendance certificate verifying their child's daily attendance in the program at the end of the month. Failure to do so could result in termination of your child from the VPK program.

\_\_\_ If termination from the VPK Program results due to the inability to follow the above requirements, you will be given the option of keeping your child enrolled, but paying the regular tuition rate.

I have read, understand, and agree to the above policies.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Child's name**



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM

**Child Attendance and  
Parental Choice Certificate  
(LONG FORM)**

1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
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3. Name of private provider or public school	4. VPK class
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5. Attendance month	6. Year	7. Child's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document
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SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		☒ = Days attended				

**PARENTAL CERTIFICATION**

I swear (or affirm) that my child (*whose name appears above in item 1*) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public school (*whose name appears above in item 3*) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. First name of parent or guardian	Middle name	Last name	Jr./Sr./III
-------------------------------------	-------------	-----------	-------------

9. Signature of parent or guardian	10. Date signed
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**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.



STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM

**Child Attendance and  
Parental Choice Certificate  
(LONG FORM)**

1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
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SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		☒ = Days attended				

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8. First name of parent or guardian	Middle name	Last name	Jr./Sr./III
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Circle C Ranch Academy  
VPK Summer Supply List

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Please bring in the following items :

- 1 bottle of white liquid glue
- 1 box, 8 count, THICK or THIN markers
- 1 box 24 count, Crayons (Non-toxic)
- 1 pack of Sharpened Pencils
- 1 Three ring folder with prongs (This will be for daily correspondence)
- 1 ream, plain, white, office paper
- 1 package baby wipes
- 1 Box Kleenex
- 1 bottle of liquid soap
- 1 Roll of paper towels
- 1 backpack large enough to hold folder and all the other items needed (Lunch box, etc.)
- 1 emergency change of clothes, packed in a Ziploc, labeled with the child's name.
- Bike Helmet for Horse Back Riding
- Swimsuit and Towel
- Water Bottle, Lunch, 2-3 snacks
- Sunscreen and Bug Spray (Spray only please)



## Fees & Services

### Enrollment Fees:

\$100.00 Camp Registration Fee (**Non-refundable**)

### Full Time-Monday-Friday Anytime between 7:00am-5:30pm

#### **Toddlers & Two's**

\$285.00 Weekly Rate per Child

### Half Day-Monday-Friday 8:00am-12:00pm

#### **Toddler's & Two's**

\$220.00 Weekly Rate per Child

### Full Time-Monday-Friday Anytime between 7:00am-5:30pm

#### **Three's & Four's**

\$285.00 Weekly Rate per Child

### Half Day-Monday-Friday 8:00am-12:00pm

#### **Three's & Four's**

\$220.00 Weekly Rate per Child

### Big Camp- Summer Camp (5-10 years old)

\$285 Weekly Rate per Child for Full Time

\$220 Weekly Rate per Child for Half Time

### Junior Counselors- Summer Camp (10-12 years old)

\$155 Weekly Rate per Child

### Daily Options for all ages: Based on availability

\$230 Monday Wednesday Friday Weekly Rate per Child

\$185 Tuesday and Thursday Weekly Rate per Child

\$85 Daily Rate (must be approved by Administration)

### Miscellaneous Charges

\$30.00 Return check charge + any additional fees incurred by ATS

\$5.00 Late tuition fee for the first day and each occurring day thereafter.

\$1.00 Late Pick Up Fee for every minute past scheduled pick up time

\*Circle "C" Ranch offers 10% discount on oldest additional children after full price tuition on 1<sup>st</sup> child.

**\*All payments are final. All payments are non-refundable\***

6204 Interbay Boulevard, Tampa, FL 33611 – Phone (813) 831-8429 Fax (813) 839-4248  
Nationally Accredited by The National Accreditation Commission for Early Care and Education Program  
"We have NAC for Excellence"





SERVICE AGREEMENT

This agreement summarizes Circle C Ranch Academy services to be provided and the fees, which will be charged for these services. By signing this agreement, the parent(s) or legal guardian(s) indicate their understanding of and agreement with the campus policies.

The following agreement is made between Circle C Ranch Academy and:

Parent or Legal Guardian’s Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

Childcare and educational services will be provided at 6204 Interbay Blvd., Tampa, FL 33611. It is agreed that these services will be provided between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the following days of the week:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

The fee for these services is \$ \_\_\_\_\_ per week, due and payable in advance beginning \_\_\_\_\_. The full fee is due and payable whether the child attends on the agreed day or not, without exclusion. For your convenience, we have Full time programs offered from 7am-5:30pm, or Half time programs from 8am-12pm. Late pickup charges, (overtime fees) will be charged at a rate of \$1 per every minute after the scheduled pickup time and are due and payable on arrival on the day of overtime. Circle C Ranch Academy and parents agree to provide a two-week notice if this agreement is to be terminated. By signing this form, you agree to the terms contained herein and that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

\_\_\_\_\_  
Signature of Father or Legal Guardian / Date

\_\_\_\_\_  
Signature of Circle C Ranch Academy / Date

\_\_\_\_\_  
Signature of Mother or Legal Guardian /Date

\_\_\_\_\_  
Signature of Circle C Ranch Academy / Date

**6204 Interbay Blvd. Tampa, FL 33611 – Phone (813) 831-8429 Fax (813) 839-4248**  
**Nationally Accredited by The National Accreditation Commission for Early Care and Education**  
**Program**  
**“We have a NAC for Excellence”**

# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

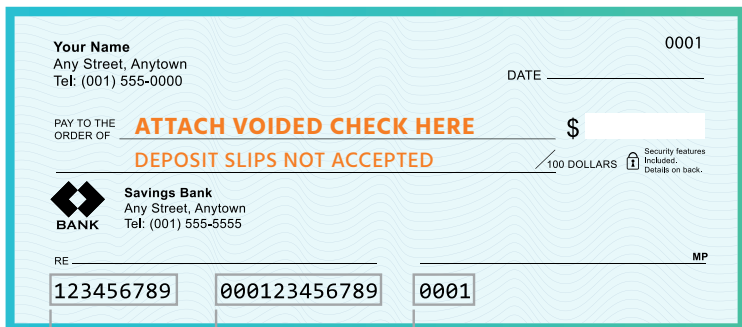
### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER      ACCOUNT NUMBER      CHECK NUMBER

#### FOR OFFICIAL USE ONLY

_____
<b>Date Received</b>
_____
<b>Employee Signature</b>

800.338.3884 • [procaresoftware.com](http://procaresoftware.com)

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## Procure's parent engagement app helps you stay connected to your child's learning journey

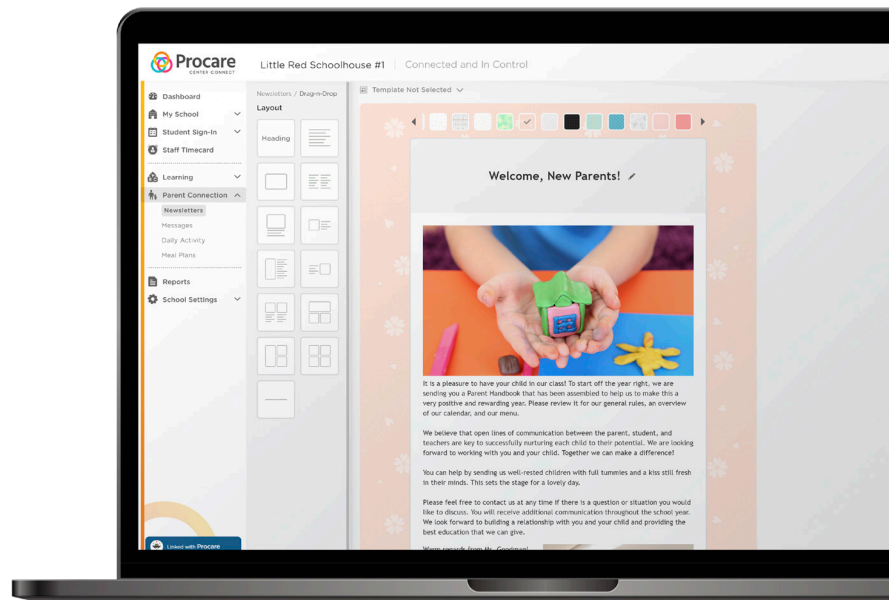
**Welcome to Procure's parent engagement solution!** As a parent, you now have access to a best-in-class app where you'll be able to see all of your child's activities, milestones, photos and videos in one place. You'll also be able to use the app to check your child in and out, providing a completely touch-free experience.

Procure's parent app is a solution developed by Procure, the No. 1 name in child care software—used by more than 30,000 child care businesses across the country.



**I love using this product.** I use it daily to communicate with my parents. My parents love it too!

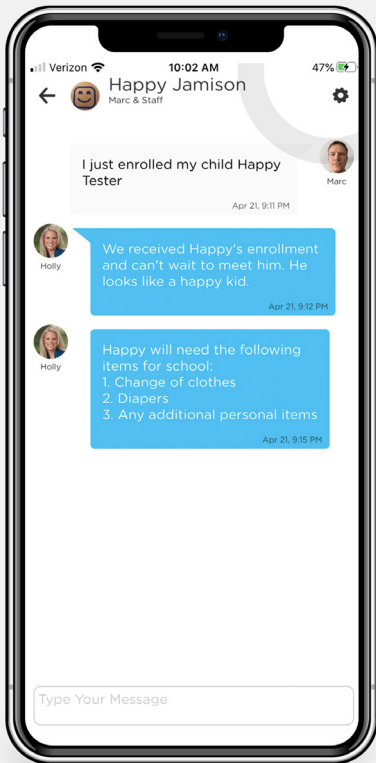
— ARIEL, OWNER





Fantastic software! It is absolutely **THE BEST child care app on the market right now.**

— DONNA, OWNER



## Why Use Procure's Parent App?

### 1 COMMUNICATE WITH YOUR CENTER IN REAL TIME

- Easily message center staff via the app
- Receive any alerts or announcements in real time

### 2 STAY IN THE LOOP ON UPCOMING ACTIVITIES AND TRACK PAST ATTENDANCE

- View upcoming schedules
- See a calendar of upcoming activities
- View attendance for your child (week or month)

### 3 IMMERSE YOURSELF IN YOUR CHILD'S DAY

- View activities: naps, meals, playtime and learning
- Understand how your child is doing against developmental milestones
- See photos and videos of your child in action

### 4 FEEL CONFIDENT ABOUT YOUR CHILD'S SAFETY & SECURITY

- Use GPS-enabled curbside check-in or QR code technology for a contactless experience
- Designate authorized drop-off/pick-up individuals

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#### How do I get the app?

You will receive an invitation from your center with instructions about account setup and app download.

#### Where can I get more information?

If you have any questions about the Procure app, we encourage you to talk to your child care center.

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**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2018

When life happens...Don't be a  
**DISTRACTED  
ADULT**





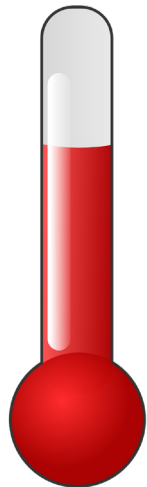


## FACTS ABOUT HEATSTROKE:

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 blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



## **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.

## **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.

**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/>**

## What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your local licensing office below:

CF/PI 175-70, June 2009

*This brochure was created by the Department of Children and Families in consultation with the Department of Health.*



**INFLUENZA VIRUS**

**“The Flu”  
A Guide  
for Parents**



## Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](https://www.myflfamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).  
License Number: [CTA 130074](#)  
License Issued on [11/01/2022](#)  
License Expires on [10/31/2023](#)  
For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](https://www.myflfamilies.com/childcare)



OFFICE OF CHILD CARE REGULATORY AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](https://www.myflfamilies.com)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](https://www.myflfamilies.com/ChildCare)



# General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios:

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

## Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

## Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

## Food and Nutrition

- Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

## Record Keeping

- Maintain accurate records that include:
  - Children's health exam/immunization record.
  - Medication records.
  - Enrollment information.
  - Personnel records.
  - Daily attendance.
  - Accidents and incidents.
  - Parental permission for field trips and administration of medications.

## Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Maintain sufficient lighting and inside temperatures.
- Equip with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.

# Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

## Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

## Quality Caregivers

- Are friendly and eager to care for children.
- Accept family cultural and ethnic differences.
- Are warm, understanding, encouraging, and responsive to each child's individual needs.
- Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

## Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.

