

**MESSIAH LUTHERAN PRESCHOOL**

**ENROLLMENT FORM**  
**(please write neatly)**

Child's Name: \_\_\_\_\_ Birth date \_\_\_\_\_ Age as of 9/1/19 \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Father's Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Child lives with: Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Other \_\_\_\_\_

Other children in your home (Names, ages):

\_\_\_\_\_

Can child speak clearly? \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Is child right- or left-handed? \_\_\_\_\_

Previous school or day care attended: \_\_\_\_\_

We like to celebrate Baptismal Birthday's during weekly Chapel. Please share with us:

Child's Baptismal Date: \_\_\_\_\_ Where: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

How did you hear about us:    Website    Facebook    Returning Family    Referral  
(please circle)                      Referred by: \_\_\_\_\_

As the natural parent or guardian, I hereby waive and release any claim my child may have or we (parents or guardians) may have on his/her behalf for damages that he/she may sustain while participating in the activities of Messiah Lutheran Preschool. This waiver and release is in favor of the Officers, Directors, and Teachers of the Preschool and the many volunteer persons organizing and supervising Preschool activities. I understand that my medical insurance will be used as the primary insurance coverage for my child in case of injury and I will accept full responsibility for payment of any medical services rendered.

\_\_\_\_\_  
**Parent/Legal Guardian Signature** **Date**

**MESSIAH LUTHERAN PRESCHOOL  
TAMPA, FLORIDA**

**STATEMENT OF AGREEMENT**

**PARENT (OR LEGAL GUARDIAN) STATEMENT OF AGREEMENT**

**I UNDERSTAND THAT:**

1. All requirements for admission (as stated in the enrollment packet and in the Parent Handbook) need to be met by school families.
2. There will be no refund of registration fee, supply fee or tuition.
3. My payments are due the first week of each month and a \$10.00 late fee will be charged for each payment not received by the 8<sup>th</sup> day of the month. (The only exception to this is during the month of August when tuition payments are due by your child's first day of school).
4. All returned checks will be assessed a \$25.00 fee.
5. If my account(s) is not paid by 30 days from the due date, my child will be suspended from school and/or the Before/After School Lunch Program until the account(s) become current.

As a registrant at Messiah Lutheran Preschool I have read and agree to support the policies, financial obligations and other procedures of the school as stated in this form, or as well as in the Parent's Handbook.

\_\_\_\_\_  
Parent's Signature (Legal Guardian)

\_\_\_\_\_  
Date

# Messiah Lutheran Preschool



## Photography Release

I hereby give my consent that any photographs being taken of my child, \_\_\_\_\_, may be used by Messiah Lutheran Preschool for in-class projects and for the purposes of promoting Messiah Lutheran Preschool, such as the Preschool Website, the Preschool Brochure, Preschool Facebook page and for other Preschool oriented activities.

Parent Signature: \_\_\_\_\_  
(Legal Guardian)

Date \_\_\_\_\_

---

## Field Trip Release

As parents of \_\_\_\_\_, we agree that our child may go on Messiah Lutheran Preschool field trips during the school year and we further understand that the children will be properly chaperoned by representatives of the school.

We understand that our child may be transported in a private automobile and that this automobile is not under the control of Messiah Lutheran Preschool.

Parent Signature: \_\_\_\_\_  
(Legal Guardian)

Date \_\_\_\_\_

**Messiah Lutheran Preschool  
Tampa, Florida**

**DISCIPLINARY PRACTICES**

Discipline helps children learn self-control and respect for others. Our purpose is to help your child retain control of his emotions and actions, not to stop him from expressing feelings and moods. When a child displays unacceptable behavior, the teacher will use encouragement and positive reinforcement techniques to help teach the child acceptable behavior. We encourage children of comparable size and ability to work out their own solutions. We will encourage the shy child to stand up for himself and for the aggressive child to verbalize.

When a teacher feels a situation (such as kicking, biting, throwing objects, temper tantrums and similar disruptive behavior) needs reprimanding the following steps will be followed:

1. The teacher will talk to the child.
2. The teacher will move the child to a separate location in sight of the teacher but away from the other children. This procedure is referred to as "Time Out" and is based on one minute of "Time Out" per year of age of child.
3. If the behavior continues the child's parent will be contacted and a solution will be agreed upon.
4. In extreme cases where the child's disruptive behavior continues in spite of parental conferences with the teacher and director, the parents may be requested to withdraw the child from the school.

Spanking or any other form of physical punishment is prohibited.

---

Parent's Signature (Legal Guardian)

---

Date



# Hillsborough County Florida

**DEPARTMENT OF CHILDREN'S SERVICES  
CHILD CARE LICENSING DIVISION  
3152 CLAY MANGUM LANE  
TAMPA FL 33618  
TELEPHONE: (813) 264-3925  
FAX: (813) 264-2118**

## **DISCIPLINE PRACTICES AND PROCEDURES**

The Hillsborough County Ordinance No. 14-39, and the associated Rules & Regulations regarding the regulation of Child Care Facilities, Section 5.02(1)(B) and Hillsborough County Ordinance No. 14-40 for the licensing and regulations of Family Child Care Homes and Large Family Child Care Homes, Section 1.04(2)(b) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while in care prior to admission. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest or toileting. Children shall not be subjected to discipline which is severe, humiliating or frightening. Children may not be denied active play as a consequence of misbehavior.

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 our facility/home we encourage positive behavior in the following ways:

- (1) Allowing the child choices of activities, equipment, and materials, giving him a feeling of control over his 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, kicking, etc.

If a child is experiencing difficulty controlling his/her behavior:

- (1) He/she will be redirected to another play area 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 to regain control. The time limits for this personal time are determined by the child. He/she may return to the group when he is ready.
- (3) If continued unacceptable behavior occurs, the parent will be scheduled to discuss a team approach to remedy the problem.

I have received in writing the Disciplinary Practices and Procedures used at this facility/home.

# MESSIAH LUTHERAN PRESCHOOL

## Parental Permission for Food Activities/Special Occasions

Per revised Child Care Licensing regulations, we are required to announce in advance to our parents when we plan activities involving food in our classroom curriculum or if there are special occasions where parents will be sending in special snacks (i.e. birthdays, other parties or special days).

We will notify you in advance of any food we plan to serve in the classroom. In return, we ask that if you are sending in a special snack that you tell us at least 48 hours in advance, so we can notify the other parents.

If your child has any special dietary needs or restrictions, we ask that you send in a separate snack for your child.

Events involving special snacks already on our calendar are: Open House (Aug.), Fire Truck Visit (Oct.), Grandparents Chapel (Sept.), Halloween parties (Oct.), Thanksgiving Feast (Nov.), Christmas Program (Dec.), VPK Pajama Day (Jan.), Valentine's Parties (Feb.), Lutheran Schools Week (March), Easter Parties (April.), Easter Chapel (April.), 3 Year Old Classes Mother's Day Tea (May), End of the Year Celebrations (May). We will notify you of the snacks to be served in advance of the event.

---

### PLEASE COMPLETE THE FOLLOWING:

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

Yes No My child is allowed to eat curriculum-based activity snacks in his or her classroom.

Yes No My child is allowed to eat special event snacks as listed, but not restricted to, the special events listed above.

Yes No My child is allowed to eat special snacks at classroom birthday parties.

Yes No My child has *food allergies or food restrictions* so I will supply snacks for my child for special occasions/activities.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Legal Guardian)



Name	Address	Work#	Home#
------	---------	-------	-------

**Helpful Information About Child:**

---

---

---

---

---

- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24), **or**
- Section 8.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parent(s) receive a copy of the family day care home brochure, "Selecting A Family Day Care Home Provider" (CF/PI 175-28).
- Section 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility, **or**
- Section 2.3, of the Family Day Care Home/ Large Family Child Care Home Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**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.***



Messiah Lutheran Preschool  
Tampa, FL

Distracted Adult Notification

July 2018, House bill 1079 was passed by the legislature requiring child care facilities to inform parents/guardians with information pertaining to the dangers of leaving a child in a vehicle.

Before getting **IN** the car and starting the engine:

- Check behind the car, walk around the car and check for kids, toys and pets!
- Make sure there is nothing under or behind your care that could attract a young child.
- Pick up toys, bikes, chalk, or any type of equipment around the driveway so that these items don't entice kids to play.

Before getting **OUT** of the car:

- CHECK THE BACK SEAT, don't forget your child.
- In just 10 minutes, a car's temperature can increase by 19 degrees.
- NEVER leave your child alone in a car and call 911 if you see any child locked in a car.
- Place something in the back seat that you will need at work, school, or home (your laptop, your lunch, your purse or briefcase).

Your signature below indicates that you have received the attached Distracted Adult Flyer.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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

(please print)

MESSIAH LUTHERAN PRESCHOOL

TEE SHIRTS

---

Dear Parents,

The preschool would like to provide each registered child a Messiah Lutheran Preschool tee shirt to wear on field trips and other special days.

Please fill out the form below and return it with your application.

Shirt Sizes Available

EXTRA SMALL (2-4)

SMALL (6-8)

MEDIUM (10-12)

LARGE (14-16)

---

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

Class \_\_\_\_\_

Shirt Size \_\_\_\_\_