



**OVIEDO
CHRISTIAN
ACADEMY**

**387 W. Broadway St.
Oviedo, FL 32765
(407) 365-5621
Proverbs 22:6**

Infant – Preschool-Before/After School – Camp – Private Pre-K

Enrollment Application

Personal information

Child’s Last Name _____ Child’s First Name _____ Child’s DOB _____

Any allergies? _____

Prescribed medication _____

Special needs _____

Type of enrollment: Full time__ Mon. Wed. Fri __ Tue & Thur. __. Desired start/enrolled date _____

Class Assignment: Infant__ Ones __ Twos __ Threes __ fours/PreK __ Before __ After __ Before & After __

Parent information:

Fathers name: _____ Mothers name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Work phone: _____ Work Phone: _____

Place of employment: _____ Place of employment: _____

Authorized pick-up and emergency contact information other than the parent

Name: _____ Relationship _____	Name: _____ Relationship _____
Phone # _____	Phone # _____
Authorized pick up: __ Emergency contact __	Authorized pick up: __ Emergency contact __
Name: _____ Relationship _____	Name: _____ Relationship _____
Phone # _____	Phone # _____
Authorized pick up: __ Emergency contact __	Authorized pick up: __ Emergency contact __

Mission Statement

We are a nondenominational bible believing Christian Academy and our mission is to provide a nurturing, loving, and caring environment for children to grow academically, physically, mentally and spiritually. Through a balance of child initiated and Teacher directed activities, through both play and structure leaning experiences. Our mission is Proverbs 22:6 **Train up a child in the way he should go: and when he is old, he will not depart from it.**

Philosophy

At our academic level we will be introducing basic stories, such as the birth of Jesus, Adam and Eve, Moses, Noah's Ark, 10 Commandment, etc... Along with basic prayer and simple verses such as John 3:16. We will be incorporating prayers for families and friends and talking about helping others. "Do unto others as you would have them do unto you". As in Luke 6:31 and Matthew 7:12, also referred to as the Golden Rule. These topics will be introduced through stories, videos, and puppet shows. Our main focus will remain on academics while incorporating Christian values throughout.

Aspects of salvation

We believe every child matures differently and most will not be ready for this decision while attending our Preschool/After school program. Our goal is to teach children who Jesus is. Keep in mind salvation may come up as a question by a child and we may briefly touch on it. However, this is something that we will work with the parents on. No matter what the child's age is, we will always communicate these questions to the parent(s) and work with them hand-in-hand.

To know you better

What is your faith/religious Beliefs? (Optional) _____

Any other questions or concerns? _____

What brought you to our Academy? _____

Enrollment Fees

An initial enrollment fee of \$35.00 is due at the time the enrollment application is submitted. An annual enrollment fee will be charged Sept 1st of each year. If your child's start date falls between May 31st and September 1st, your reenrollment fee will be discounted by 50%. [REDACTED] Initials.

Tuition Payments

Tuition is due in **ADVANCE** each Friday for the following week. Tuition must be paid in advance before any field trips. [REDACTED] Initials.

Tuition is based on a **WEEKLY** rate only. No discounts will be made for holidays or other days which the Center does not operate or opens late. Tuition is based upon **ENROLLMENT, NOT** attendance. Your regular weekly rate is due if your child is out sick, vacation, etc. [REDACTED] Initials. Teacher's salaries come from tuition payments. Teachers are paid for holidays and scheduled vacations. The number of staff on duty is based upon ENROLLMENT not attendance. This is why tuition payments must remain consistent.

Tuition is considered late if not paid at the close of business on Tuesdays (For the current week). If tuition is not paid by Tuesdays a \$20.00 late fee will be applied. [REDACTED] Initials. If the current week is not paid by Friday, then your child cannot return the following week without catching up on the current & next week's tuition. [REDACTED] Initials.

Sick/Vacation Policy

After 1 year you will be eligible for one free week to be used for sickness or vacation. You will receive one free week every year after your anniversary date.

Returned Checks

If your check is returned for ANY reason, a \$30.00 NSF fee will be applied. If this happens more than once, you may be required to pay by cash, money order, or Zelle. [REDACTED] Initials.

Late pick-up

After 6:30 pm there is a \$1.00 per minute, per child late fee. After 6:30pm the staff member waiting is on overtime. As soon as you realize that you may be late, please contact our office immediately. If we do not hear from you by 7pm and all attempts to contact you and emergency numbers have failed, Oviedo Christian Academy will contact Oviedo Police Department and DCF.

Payment disputes

This does not happen often, and every step will be taken to resolve the issue. However, if legal action is required the parent/guardian will be responsible for all legal fees.

New student/parent orientation

When we take a new family into our childcare, we give a tour through the facility, and we like to be sure that we can share openly any concerns, questions, feedback or discussions of any kind that are oriented towards a positive learning environment and positive outcome for the children in our care.

Communication

Parents are welcome to use our Facebook page (Oviedo Christian Academy), Lillo, and daily reports to get informed about programs, schedules and activities. Teacher/Parent conferences are available upon request and must be held at a scheduled time so that the teacher is not distracted from watching and caring for the children in their class. Sensitive issues should be discussed in private. DCF REQUIRES ACTIVE SUPERVISION. This is not possible if a parent is caring on a non-scheduled long conversation with the Teacher while she is supervising children. [REDACTED] Initials.

Open door policy

Parents are welcome to come to our Center any time they wish:

We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or staff members, please make a phone call first to confirm what time of the day is best for both the parents and the childcare staff members.

What parents can do at our Center

Play an instrument, tell a story, share your cultural traditions.

Please make an appointment to discuss your child's progress. Staff are happy to discuss your child's progress, but drop-off and pick-up times are usually the busiest times and not a good time to carry on a long conversation. [REDACTED] Initials.

Please communicate and big changes in your child's life/environment. I.e. changes in family circumstances, moving to a new house, death of a family member or close friend, etc. This may give us some insight into any changes in your child's behavior.

Parents can help with field trips. This is a great way to share your experiences with your child. Also, try to attend whatever celebrations, open events, and fundraisers that are organized throughout the year.

Offer to repair books or toys at home.

Signing children in/out

Parents will be required to sign in/out your child(ren) on the sheet provided for each day they attend. This also includes a space for time in/out. Anyone including other authorized adults must sign the child in and/or out. Both parents have the right to drop off or pick up their child unless otherwise stipulated in a court order/agreement. Any parent not listed at enrollment time will not be allowed to pick up, unless added by the other parent. If not, the local authorities will be notified to resolve the issue. If your child needs to be picked up by someone not listed previously listed, the parent must notify the Center in advance by in person written authorization. The person picking up must provide a valid state ID. A copy of their ID will be placed in the child's file.

Parents appearing to be impaired by drugs/alcohol at pick up

The staff at Oviedo Christian Academy will attempt to contact others on the child's pick-up list. The parent's rights to immediate access does not permit the Center from denying a custodial parent access to their child(ren) even if the parent appears to be impaired. However, staff will delay the impaired parent as long as possible, while contacting the other parent, and Oviedo Police Department. Any other authorized person who attempts to pick up a child(ren) and appears to the staff to be under the influence of drugs/alcohol will be denied access to the child(ren). Staff will then contact the parents of the child.

Nondiscrimination policy

It is the policy of Oviedo Christian Academy that no child or parent shall be subjected to any discrimination because of race, color, national origins, sex, age, religion, creed, marital status, disability, or veteran status.

However, due to our religious beliefs, we recognize children based on their biological sex at birth. Our bathrooms are designed for both sexes (But not at the same time). However, during field trips children will use bathrooms based on their biological sex.

Inclusion Policy

Oviedo Christian Academy complies with the requirements of the Americans with Disabilities Act and makes where possible adjustments to accommodate children with special needs and/or disabilities. Inclusion of children with special needs and/or disabilities has been to enrich enrolled children, families, and staff to childcare experience.

Misc.

Not every situation can be covered in any policy/procedure handbook. Therefore, Oviedo Christian Academy reserves the right to handle any situation/concern not covered, on a case-by-case bases within legal/ethical boundaries.

Signature of Parent/Guardian: _____ Date: _____

Signature above means the parent(s) has read and understands all the above policies/procedures/expectations.

Printed name: _____ Relationship to child(ren) _____

Administrative Policies

Illness & Medication Policy

In accordance with Florida Law and for the wellbeing of all children at the Center, we do not allow sick children in the center. including but not limited to a severe cough or sore throat, undetermined rash or spots, temperature over 100.3 degrees, severe headaches, upset stomach, diarrhea or green runny noses. If your child has any of these conditions, they must be symptom free for 24 hours before returning. We do not administer Tylenol for the purpose of lowering a child's temperature.

We strictly enforce our illness policy for the benefit of all our children and we kindly request your full cooperation by picking up a sick child within one hour of being notified. In the event your child has a communicable disease, a release form from a medical source may be required before your child re-enters the center. Oviedo Christian Academy will notify parents if we have a communicable disease outbreak.

Administrative Polices

Parents agree to keep the center informed as to changes in telephone numbers, address, etc.

No hair beads allowed in the infant through 3-year-old rooms, or front gathering/feeding room, due to choking hazard.

In accordance with State regulations, parents are responsible for escorting children into and out of the Center. Children may NOT sign themselves in or out.

All food is provided by the Center. Breakfast, lunch and snack. Breakfast ends promptly at 8:25am. Lunch and snack schedules are posted in your child's room. Parents may provide cake/cupcakes, for birthdays, but please check with the front office prior to avoid problems with allergies.

Outside food/snacks are not allowed unless prior approval has been given by the Center. This is so we know what is coming in to avoid incidents without children who have allergies. These items can be stored in the kitchen to keep them away from other children.

If parents arrange for care for their child with a staff member after hours or off premises; that staff member undertakes such services on his or her own behalf, and not as a staff member of Oviedo Christian Academy and must get prior approval from the Center.

All children's property (Clothes, sheets, blanket, etc.) must be marked with the child's full name. Oviedo Christian Academy is not responsible for lost or misplaced items. We will make every effort to locate any missing property.

Teachers may not transport children for off-premises care without completing an authorization form. Please see the front desk for a copy of the form.

Parents must present the following current state required forms **within 30 days of enrollment** (Excludes school age children). Forms cannot be expired. **1.) DH Form 3040-Student Health Examination. 2.) DH Form 680-Florida Certification of Immunization.**

A minimum of two weeks' written notice is required prior to disenrollment. You are responsible for payment for those two weeks whether your child attends or not. [REDACTED] Initials.

We reserve the right to dis-enroll any child for any reason at any time.

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and Good Friday. Closing at 3pm on Christmas and New Years eve. No discounts on tuition will be made for holidays or other days on which the facility does not operate or opens late.

Disciplinary Policy

Good discipline guides children towards acceptable behavior and helps develop inner self-control and self-confidence. Self-discipline allows a child to reach his/her maximum potential both emotionally and cognitively throughout life.

Disruptive behavior, causing interruptions to daily activities such as, but not limited to the following, will not be tolerated:

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing objects, or any form of physical abuse.
- Use of inappropriate language, spitting or other verbal abuse.
- Continued use of imaginary violent play such as pretend use of guns, knives, boxing, fighting, etc.

When a child appears to be overwhelmed, a private place or quiet activity is offered as an opportunity to regain self-control. Our goal is to teach the child to seek a less stimulating activity or place when becoming overwhelmed.

Appropriate, positive behavior will be modeled for the children. Children will be redirected to another activity and shown appropriate alternatives. A conference with parents/guardians, teachers and Director may be needed to design appropriate plans to redirect and set goals for the child. However, we reserve the right to terminate service with no notice if the behavior becomes uncontrollable.

Should parents or guardians have an unresolved dispute with Oviedo Christian Academy including, but not limited to, other children, parents, staff, billing, or philosophy, services will be terminated.

Families should inform us of changes in their child's life that may affect moods and behaviors. Some situations we should be made aware of include:

- Change in family situation (Separation, divorce, or death in the family).
- Parent or guardian out of town (More than 2 days).
- People visit child's home (More than 2 days).
- Child taking medications.

Our goal is to partner with parents and staff to provide positive role models for each child in an environment conducive to excellent early childhood development.

Signature of parent or legal guardian: _____ Today's date: _____

Signature acknowledges both preceding Administrative and Disciplinary Policies.

Printed name: _____ Relationship to child(ren) _____

Enrollment Form Supplement

Child's Name: _____

During the 2009 Legislative session, a new law was passed that requires childcare facilities, family childcare homes, and large family childcare homes to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (The Flu). Your signature below verifies receipt of the brochure on the influenza virus, "The Flu A Guild to Parents". The brochure is also located on our Center parent board.

[Influenza Virus Brochure-eng.pdf](#)

Florida Administrative Code childcare standards requires that parents must receive a copy of the childcare facility brochure "Know your Childcare".

[KYCCfacility_9-18-24](#)

Please complete the following:

I _____ (Parent or legal guardian) have received a copy of the Flu brochure and Know your childcare brochure.

Signature: _____ Date: _____

Transportation

Authorization for transportation: Our Pre-K children go on about 2-3 field trips per year. Usually at Halloween, Christmas, and one educational trip. You authorize transportation for these trips. You will receive prior notice on all field trips.

Authorization for Transportation for School Aged: By signing you are authorizing us to transport your child to and from school, on school days. You also are authorizing transportation on field trips on school breaks. You will receive prior notice on all field trips.

Signature: _____ Date: _____ Child's class assignment _____

Printed name: _____ Relationship to child: _____

Oviedo Christian Academy

Consent form for Developmental Screening by Childcare provider

I consent for my child _____, to participate in developmental screening. I understand that the screening will be conducted by developmental screening professionals or by my child's childcare provider, who has been trained to administer the screening. I understand that the results of the screening will be shared with me.

Parent or legal guardian signature: _____ Todays date: _____

Consent for medical treatment of minor child

State of Florida County of Seminole, I (we) _____

Parent(s) or legal guardian(s) of _____

a minor age child, (DOB) _____

Herby grant my (Our) permission for Oviedo Christian Academy who is caring for the above-named minor during my (our) absence, to seek medical treatment for the above-named minor when it is found to be necessary in our absence. The medical incident shall cover illness, accident, or injury. Parent(s) shall be responsible for medical payments not provided under our Accident Only Policy. Oviedo Christian Academy and interested parties shall be released from any and all claims or liabilities for any injury sustained I (We) understand that no treatment can be given without the above similar statement of permission. This consent is valid as long as the above minor is enrolled/attending Oviedo Christian Academy.

Signature of parent or legal guardian

Printed name of same

Today's date

Teamwork!!

Thank you for choosing Oviedo Christian Academy. **We believe that parents are the child's first Teacher.** We at Oviedo Christian Academy strongly believe that a parent's involvement is the key to the future success of their children. By enrolling your child in our program, please understand that we will be asking you to be a part of your child's learning. We agree to support you as a lifelong teacher. Periodically, we will be requiring you to complete some family activities at home.

Together as a Team, we will work as partners to make your child's future learning experiences successful.

I/We _____, Parent(s) of _____

Of _____, have read and understand the above literacy "Mission Statement" and I/WE agree to participate and support this philosophy.

Signature: _____ Today's date: _____

Child Nutritional Needs

Here at Oviedo Christian Academy, we provide Breakfast, Lunch and afternoon snacks.

We follow the children's Nutritional Needs as outlined in Florida Dept of Health at

[Child Care Food Program | Florida Department of Health](#)

Please fill out and return the food form at the below link.

[Microsoft Word - Free or Red-Price Meal App - Combo \(U-009-0s\)m Spanish.docx](#)

Please also fill out the infant feeding form if your child is an infant.

[Microsoft Word - Infant Feeding Form draft 5.2023 edited](#)

We provide alternative meals for those with allergies as well, replacing the item(s) with another qualifying substitute.

Parent Communication

We use the Lillio (Formerly Himama) to communicate with our parents. Please fill out and return the below form.

[Microsoft Word - Parent Flyer- Updated V2.docx](#)

[Parent Mobile App Overview with HiMama](#)

https://assets.ctfassets.net/x4nvpfejxuu4/1V4KUR9jzOYpODIRfmK3qb/fe6dbd57128a837951652493923a7ede/Lillio_Participation_and_Photo_Release_Form.pdf

Private Prekindergarten Policy

- Oviedo Christian Academy operates a private FULL day Prekindergarten program that follows the Seminole County Public school calendar.

Attendance is of the utmost importance. The child's success upon entering Kindergarten is directly linked to their attendance and participation in a PreK Program.

Our VPK program starts promptly at 8:40 am each day. The first half of the day is Teacher lead/directed; the second half is Child directed. Children in our Prekindergarten program are allowed to attend up to 10 hours a day. Please keep in mind that breakfast ends at 8:25 am. So, if you would like your child to eat breakfast, please have them here by **8:05am**. _____ Initials

- Our tuition policy is the same. Tuition is based upon enrollment not attendance. Our behavior and expectations are also the same.

We use the Creative Curriculum in conjunction with Learn Every day. Children have posted lesson plans and follow a daily schedule. We use a wide range of teaching strategies/tools. Such as: Interactive White Board, books, tablets, hands on experiences, parent involvement and so on.

This is an important time for children. They learn important social skills, increase cognitive skills, increase fine and gross motor skills and some even learn how to be apart from their parents. All very important first steps to kindergarten.

But here at Oviedo Christian Academy we take it a step further. We incorporate Spiritual growth. Which helps our children become more productive adults and we hope to plant the seed of salvation. We are not about pushing a certain religion, but to teach about the love of Jesus and hopefully plant the seed that later leads to salvation. Our source of inspiration and love of teaching is rooted in the bible. Proverbs 22:6.

We encourage parents to be a part of their child's learning, by being involved and even volunteering from time to time for something as simple as reading a book or helping chaperone on field trips.

Parent/Guardian signature: _____ Today's date: _____