

## **CHILD CARE APPLICATION FOR ENROLLMENT**

Name	Address	Work#	Home#
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**ENGAGING YOUNG MINDS ACADEMY INC.**

**5029 Greenway Drive N. Jacksonville, FL 32244  
(904) 523-2674; (904) 551-1283**

**CHILD CARE APPLICATION FOR ENROLLMENT: ACKNOWLEDGEMENTS**

Is your child potty trained? \_\_\_\_\_

What does your child say when he/she wishes to use the bathroom: \_\_\_\_\_

Does your child need help in: Dressing/Undressing \_\_\_\_\_ Eating \_\_\_\_\_

Washing Hands \_\_\_\_\_

Does your child have any special fears or problems? \_\_\_\_\_

Has your child been cared for by anyone other than their parents? \_\_\_\_\_ If yes,  
whom \_\_\_\_\_

**Engaging Young Minds Academy Inc.** will be open from 6:30am- 6:00 pm Monday-Friday except on identified holidays. After 5 minutes, a late fee of \$15.00 will be charged for late pickup.

I agree to pay in advance each week's tuition

**Signature:** \_\_\_\_\_

I agree to pay a registration fee at the time of enrollment.

**Signature:** \_\_\_\_\_

This enrollment fee and ALL payments are non-refundable

**Signature:** \_\_\_\_\_

I have received a copy of the parent handbook and disciplinary and expulsion policies.

**Signature:**

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

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## **Enrollment Procedure**

Thank you for your interest in Engaging Young Minds Academy Inc. We encourage you and your child to stop by our Academy and take a tour so that you have an opportunity to meet our qualified team members, check out our classrooms, and ask any questions that you may have regarding our policies and procedures, mitigation measures to prevent COVID-19 and other communicable diseases, as well as our daily activities.

Once you complete the tour and are interested in enrolling your child, we will set up a parent meeting and you will receive our Enrollment Packet. Please complete, sign and return all required forms within 7 days of receipt. These forms will assist Engaging Young Minds Academy Inc. to ensure the safety and well-being of your child. Please note that the state required physical and immunization forms are to be completed and signed by a physician. Your child will not be enrolled until all required documents are received.

## **Enrollment Requirements**

- Application to provide Child Care Services
- Florida Certification of Immunization, DH 680 or 681 with valid expiration date
- Current School Entry Health Exam/Physical Examination-DH 3040
- Child Care Emergency Contact Information (Blue Card)
- Parent Handbook (Please Note: Discipline Policy, Tuition and Fees, Consent and Release Form for Photographs, Mandatory Sign In/Sign Out Policy, Absence Policy, etc.
- Document Receipt Acknowledgement
- Receipt of Florida DCF Brochure
- Copies of Drivers Licenses of Parents
- USDA Food Program Forms as applicable