

Please read each section below.



Consent Forms

- I hereby give my consent to have my child to participate in all activities at Sunshine After School Child Care, Inc.
- I hereby give my consent to have my child to participate in all food programs, including all meals at Sunshine After School Child Care, Inc.
- I give my permission to have my child taken to and from the school on various field trips by means of transportation used by Sunshine After School Child Care, Inc. (DOES NOT APPLY FOR AFTER CARE).
- I also realize that Sunshine After School Child Care, Inc will not be responsible for any minor injuries which might occur during the normal school day (DOES NOT APPLY FOR SUMMER CAMP).
- My child must be in 6 grade or higher and 12 years old to sign themselves in or out.
 - I authorize Sunshine After School Child Care, Inc to allow my child to sign themselves in or out of the program. I understand there are no crossing guards since school is not in session. RESTRICTIONS APPLY. PLEASE SEE SITE MANAGER FOR RESTRICTIONS.

Authorization for Emergency Medical Treatment

In case of an emergency, Sunshine After School Child Care, Inc will attempt to reach the registering adult or the second adult listed on the registration page with the emergency numbers provided. The person listed below will be the third person contacted in case of an emergency. If for any reason we are unable to reach the aforementioned person, I authorize Sunshine After School Child Care, Inc to use emergency services and have them transport my child to the nearest medical facility. I also grant permission to perform any emergency procedure at the discretion of that medical facility.

Discipline Policy

We believe that children learn from us. We are their role models. Children are forming habits, attitudes and patterns that will affect them throughout life. We expect all employees to treat the children in a respectful manner and for the children in turn to respond in the same way. We also expect the children to show this same respect to each other and to use all equipment and facilities in an appropriate manner. Children who are demonstrating inappropriate behavior will be redirected as a first intervention. For more serious infractions such as biting, fighting, improper language or for repeated infraction, the child will be sent to the Site Director for further discussions. If this does not resolve the problem, the parents will be contacted for assistance. Chronic misbehavior will result in dismissal from the program. Parents demonstrating inappropriate behavior to staff, students, or other parents will result in their child(ren) being dismissed from the program. I have read and fully understand Sunshine After School Child Care, Inc discipline policy.

Parent Handbook and Know Your Child Care Facility Pamphlet

I acknowledge that I have received a copy of Sunshine After School Child Care, Inc "Parent Handbook" and the "Know Your Child Facility Brochure" specific to my child's location. Parent Handbook will be available to print on the registration page.

Influenza Virus Brochure

INFLUENZA VIRUS, THE FLU, A GUIDE TO PARENTS: 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 to provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September. My signature verifies receipt of the brochure on the "Influenza Virus, The Flu, and A Guide to Parents": A copy can be printed online at www.sunshinefl.com.

Media Release

AUTHORIZATION FOR MEDIA RELEASE: I understand that Sunshine After School Child Care, Inc, the Children's Services Council, and other grant funders, may use photographs and/or digital videos for local publications, advertisings, or any other related promotional medium. I waive the right to inspect or approve any photographs or digital video images before they are published and any use to which they may be put. I have read the above and hereby give my consent.

Payment Policy

REGULAR PROGRAM FEE: See payment schedule/flyer for payments and a non-refundable registration fee cost. Tuition is due along with the registration fee, made payable to Sunshine After School Child Care, Inc. There is a 5% discount for the 2nd & 3rd child, and for all Broward County Public School employees (*please provide a copy of your School Board badge*). Sunshine After School Child Care, Inc also has a limited number of scholarships available for families needing assistance.

GRANT FUNDED PROGRAM FEE: Sunshine After School Child Care, Inc has received grants for various programs and schools. Fees are based on a sliding scale according to income. There is a nonrefundable registration fee. Spaces are limited. The above fee schedule is for those families that do not qualify for grant funding or if there are no spaces left.

PAYMENT POLICY & PROCEDURES: Payments will only be accepted online at www.sunshinefl.com or by phone at 954-236-8850. As per School Board Policy 3411, All payments must be made prior to the start of the attendance period. Cash will not be accepted and there are no refunds. If a payment is made late, your child will be dropped from the program and may no longer attend. You will need to re-register your child, and pay an additional registration fee, providing there is space available. These fees are based on an annual tuition of services provided and are divided into equal payment periods for your convenience. The above schedule of fees will apply for children of all age levels according to the license age limits at your site.

RETURNED CHECKS: There is a returned check charge of 25.00. All subsequent payments must be provided by money order, for the period of one year.

LATE FEES: After 6:00 p.m., the charge is \$1.00 for every minute until the child is picked up. This is strictly enforced and will be payable when the child is picked up. After 3 late pick-ups Sunshine reserve the right to drop your child from our enrollment.

I acknowledge receipt of the "Schedule of Fees" to be paid by me for my child's attendance at Sunshine After School Child Care, Inc. I understand that in the event I fail to pay these charges timely and collection procedures are started or suit is initiated to collect unpaid charges, I will be responsible for all collection cost along with a \$25.00 late payment fee.

PAYMENTS: Are due before the program starts. Failure to pay in advance will result in a child's non-participation in the program and an immediate dismissal. I understand that there will be no refunds, credits, or reductions in fees. Student will be required to be re-registered including registration fees.

REFUND POLICY: Sunshine After School Child Care, Inc provides partial period refunds in very limited and specific cases to individuals who qualify due to the conditions listed below.

- Sunshine After School Child Care, Inc student has been withdrawn from the school in which they attend due to district mandated residency, zoning, or boundary requirements and he/she no longer attend a school serviced by Sunshine.
- Sunshine After School Child Care, Inc student has unexpectedly lost his/her primary dwelling due to natural disaster or other documented state of the homelessness.
- Sunshine After School Child Care, Inc student is unexpectedly hospitalized or home bound due to a medically diagnosed physical or mental condition.
- Sunshine After School Child Care, Inc student unexpectedly loses a parent or legal guardian.
- Sunshine After School Child Care, Inc discontinues or cancels a service or program for which the child has been registered for.

Parent Information

PLANNED ACTIVITIES: Shall include, but are not limited to snack time, arts and crafts, science, technology, indoor games (blocks, board games, bowling, puzzles, coloring) and outdoor games (playground time, kickball, soccer, basketball, tag, relay races). Children should always wear school approved clothing and footwear.

FESTIVITIES: Throughout the year we have many festivities that your child may participate in. We have holiday and birthday celebrations that may include food. The following list is a sample of the foods that your child may be served during our celebrations. By signing the form you are agreeing to have your child participate in our celebrations and be served the foods we provide during the celebrations. If your child has a type of food allergy please notify our front desk and your child's teacher. Students will not be served any of the foods provided for the celebration unless this consent form is signed. Thank you for your cooperation.

List of foods that may be served:

- | | | | | |
|---------------------------|--------------------|--------------|--------------------|-----------------|
| - Apple Sauce/ Fruit Cups | - Cheese | - Donuts | - Juice Boxes | - Popcorn |
| - Bagels | - Chicken Nuggets | - Frosting | - Marshmallows | - Pudding |
| - Bread | - Chips / Pretzels | - Hamburgers | - Milk | - Rice Cakes |
| - Cake | - Cookies | - Hot Dogs | - Nutri Grain Bars | - Sandwiches |
| - Candy | - Cotton Candy | - Ice Cream | - Pies | - Whipped Cream |
| - Cereal | - Crackers | - Ice Pops | - Pizza | - Yogurt |

PARENT INFORMATION: PARENTS ARE EXPECTED TO FOLLOW RULES AND GUIDELINES OF BROWARD AND DADE COUNTY PUBLIC SCHOOLS. IF A PARENT'S ACTIONS CAUSE A DISTURBANCE OR IS DEEMED THREATENING, THE PROGRAM ADMINISTRATORS MAY NEED TO TAKE APPROPRIATE ACTIONS, I.E CALL 911, RESTRICT PARENT FROM CAMPUS, OR EXIT THE CHILD FROM OUR PROGRAM.

HIPPA PRIVACY STATEMENT: THE BEFORE AND AFTER SCHOOL CARE PROGRAM WILL PROTECT THE CONFIDENTIALITY OF STUDENTS ACCORDING TO FEDERAL AND STATE OF FLORIDA PRIVACY LAWS AS WELL AS SCHOOL BOARD OF BROWARD AND DADE COUNTY, FLORIDA, POLICIES 4019 AND 5100.1.

CELL PHONES: Sunshine follows School Board policy. In the event of cell phone misuse the child will relinquish the phone to a Sunshine employee. The phone will be returned to the authorized registered adult signer at the time of pick-up.

COURT ORDERED DOCUMENTS: Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in Sunshine, please give the paperwork to your Director at time of enrollment. Paperwork must be an official court ordered document and indicate who the primary residential guardian is or indicate there is shared parental custody. This must be updated annually. Occasionally we are asked to give copies of sign in/out sheets or attendance records. Please know that in order to obtain any records from Sunshine; we must be subpoenaed for them.

PARENT AUTHORIZATION:

Separated Parents: If parents are separated, but not legally divorced, the staff has no right to deny access to a child by either parent. If one parent is concerned about the safety of the child when the child is with the noncustodial parent, action should be taken through the court system. Without court order, Sunshine will not deny access to the child by either parent.

Divorced Parents: In the case of divorce, either parent may pick up the child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is in Sunshine's care, every attempt should be made to keep staff members updated on issues affecting custody or emotional well being. Custody agreements must be kept on file at the site.

STUDENT MEDICATION POLICY

STUDENT HEALTH: Registering adults are responsible for notifying Sunshine Child Programs of any unusual health concerns for their child when they register the child in our programs. If the child requires any type of medication, the registering adult **MUST** read this policy and fill out necessary documentation **BEFORE** Sunshine administration makes a determination whether or not the child can participate in the program.

MEDICATION DISPENSING POLICY: SUNSHINE CHILD CARE PERSONNEL SHALL NOT ADMINISTER OR DISPENSE ANY KIND OF MEDICATION TO ANY STUDENT WITHOUT THE WRITTEN CONSENT OF THE REGISTERING ADULT AND A COMPLETED TREATMENT PLAN SIGNED BY THE PHYSICIAN. SUNSHINE CHILD CARE RESERVES THE RIGHT TO DECIDE **NOT** TO ADMINISTER MEDICATION IF IT IS DETERMINED THAT THE CIRCUMSTANCES WARRANT MEDICAL TRAINING AND/OR UNREASONABLE RESPONSIBILITY. OUR STAFF AND FOR THE SAFETY OF THE CHILD. IF MEDICATION TREATMENT IS APPROVED BY SUNSHINE ADMINISTRATION, THE PERSONNEL ADMINISTERING MEDICATION OR PROVIDING TREATMENTS IN ACCORDANCE WITH THIS POLICY SHALL NOT BE HELD LIABLE FOR CIVIL DAMAGES.

RULES:

1. An Authorization for Medication/Treatment Form must be completed. The information required on this form shall include a treatment plan, signed by a physician and a signed parental consent for all medicine. Execution of the parental consent and p section will grant the Site Director or his/her designee the permission to assist in the administration of all medications and shall the necessity for the medication to be provided during the after school hours, including when the student is away from school for field trips. The written treatment plan signed by a licensed physician shall include possible side effects, purposes of medical special instructions regarding the medication. Medication may only be given when the physician and parental consent section is complete. This form is required for students with chronic and acute illnesses. Copies of the completed forms must be placed in student's folder.
2. All approved medications shall be administered by the school coordinator, site director or his/her designee. Sunshine staff will administer any medication that requires a needle injection with the exception of an epi-pen.
3. Medications may be administered by the school coordinator, site director, or his/her designee when there exists an illness or condition that requires maintenance-type medicine, and when failure to take medication could jeopardize the student's health and when medication administration schedule cannot be accommodated before or after the Sunshine Child Care Program.
4. In cases of long-term or chronic illnesses that require maintenance-type medicine, all medication authorizations shall not exceed 30 months.
5. All medication to be administered shall be received, counted and stored in its original container and shall be properly labeled: student; name of drug; directions concerning dosage; time of day to be taken; name of the prescribing physician; date of prescription and shall not exceed the dosage required for one week of acute illnesses.
6. A medications log of all students receiving medications will be kept by the site director or his/her designee.
7. Sunshine Child Care shall store all medications in the original container in a secure fashion under lock and key, and accessible only to the school coordinator/site director or designee.
8. No elementary student shall transport medications to or from school.
9. Sunshine Child Care personnel administering medications in accordance with this policy shall not be liable for civil damages.
10. When specific training is required to dispense student medication, it is the parent's responsibility to set up and arrange the training for our staff.

I have read and understand Sunshine's Student Medication Policy. I understand that the company has the right to determine if they are able to safely administer the needed medication for my child in order to participate safely in their programs.

***ONCE CONSENT FORMS HAVE BEEN READ,
CLICK "X" TO CONTINUE WITH YOUR CHILD'S REGISTRATION.***

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT US AT
(954) 236-8850 OR EMAIL US AT INFO@SUNSHINEFL.COM.**