

4851 S. Apopka-Vineland Rd.  
Orlando, FL 32819

407.876.1155  
st.lukes.org/cdc

Registration # \_\_\_\_\_

## 2023-2024 Voluntary Pre-Kindergarten Enrollment Form

Child's Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Full Mailing Address: \_\_\_\_\_  
(City) (State) (ZIP)

(Please Check) I authorize my E-mail address to be used for newsletters and teacher communication purposes. E-mail address: \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_ Alternate Contact Number: \_\_\_\_\_

Child's Birthdate: \_\_\_\_\_ Age as of Sept. 1, 2023: \_\_\_\_\_

Parent(s)' name(s): \_\_\_\_\_

Primary Home Language: *(Check One)* Sex: *(Check One)*  Male  Female  
 English  Spanish  Creole  Haitian-Creole  Other: \_\_\_\_\_

Race: *(Check One)*  
 White, Non-Hispanic  Black, Non-Hispanic  Hispanic  Asian/Pacific Islander  
 American Indian/Alaskan Native  Multi-Racial

How did you hear about us? *(Check One)*  
 Worship Guide  Print Ad/Newspaper  Brochure  Email/E-Update  Website  
 Outdoor Banner  Word of Mouth  Other

### Voluntary Pre-Kindergarten Program

*(9:00 a.m. to 12:00 p.m.)*

5 Days (Monday through Friday) \_\_\_\_\_

Are you enrolling another child? No  Yes  Age: \_\_\_\_

Are you a member of St. Luke's United Methodist Church? \_\_\_\_\_

\_\_\_\_\_  
(Parent's Signature) (Date)

For St. Luke's Use Only: Date enrollment received: \_\_\_\_\_ Enrollment received by: \_\_\_\_\_



4851 S. Apopka-Vineland Rd.  
Orlando, FL 32819

407.876.1155  
st.lukes.org/cdc

## Emergency Information

Parent's place of employment: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Parent's place of employment: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Under no circumstances will your child be released to anyone not known to the Center without authorization from the parent(s) or guardian. Authorized release forms are available in the CDC office.

Persons authorized to pick up your child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Persons to be contacted in case of emergency:

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

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

Child's Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Hospital Preference: \_\_\_\_\_

My child has permission to eat store-bought snacks for special occasions. (Check One)  Yes  No

Any special medical or emotional problems or allergies: \_\_\_\_\_

\_\_\_\_\_

Please list your child's siblings and ages: \_\_\_\_\_

\_\_\_\_\_

## Medical Emergency Form for 2023-2024

I/WE, \_\_\_\_\_, of  
(Parent(s)/Guardian)

\_\_\_\_\_, City of \_\_\_\_\_,  
(Street Address)

County of \_\_\_\_\_, State of \_\_\_\_\_ am/are

the parent(s)/or have legal custody of \_\_\_\_\_  
(Student's Name)

a minor, age \_\_\_\_\_, born \_\_\_\_\_, who resides with me/

us at the address set forth above.

IN CASE OF AN EMERGENCY, I/WE authorize any representative of St. Luke's United Methodist Child Development Center, in whose care the minor has been entrusted, to present such minor to an approved medical treatment center, and do consent to an X-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care, to be rendered to the minor under the general practitioner or surgeon licensed to practice in any state of the United States, and do consent to an X-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care, to be rendered to the minor by a dentist licensed to practice in any state in the United States.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Parent/Guardian Signature)

Personally, appearing before me, \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

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

- ID provided:  Personally known  
 Driver's License \_\_\_\_\_  
 Other \_\_\_\_\_



4851 S. Apopka-Vineland Rd.  
Orlando, FL 32819

407.876.1155  
st.lukes.org/cdc

## Video/Website/Photograph Permission Release Form

While your child is attending St. Luke's Child Development Center, there may be occasions when your child will be photographed or videotaped in our school's environment. This form is requesting your authorization for such pictures to be published or used by the ministries of St. Luke's United Methodist Church.

Date: \_\_\_\_\_

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

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

*Please check one of following options and return to CDC Office.*

I hereby authorize publication of school activity pictures.

I do not authorize publication of school activity pictures.

I hereby authorize publication of school activity pictures within Procure ONLY.

## HRS Checklist for 2023-2024

Section 10-12.025(2), F.A.C., requires a current physical examination (Form 3040) and immunization record (Form 680). Some children in care have a Religious Exemption from Immunization form, DH681. **These forms are due on or before the first day of school.**

Section 402.3125(5), F.S. requires that parents receive a copy of the Child Care Facility Brochure, **“Know Your Child Care Center”** ([www.st.lukes.org/cdc](http://www.st.lukes.org/cdc)).

Section 10M-12.025(4)2, F.A.C. requires that parents are notified in writing of the disciplinary practices used by the child care facility.\*

Influenza Virus Brochure, CF/PI 175-70, June 2009, requires that parents review the **“Influenza Virus, The Flu, A Guide to Parents”** Brochure, Department of Children and Family/Department of Health ([www.st.lukes.org/cdc](http://www.st.lukes.org/cdc)).

Section 65C-22.001 requires that enrollment information be available for childcare personnel to review as needed.\*

Section 65C-22.008 School Age Child Care, Chapter 386, F.S. requires that all parents are notified in writing that smoking, including e-cigarettes is prohibited on the premises of the child care facility.\*

Section 402.3054 requires that parents be notified of on-campus field trips. Field trips apply only for Preschool and VPK classes. Specific dates for field trips will be indicated on the monthly class calendars. Your signature on this form authorizes your child to participate in these special events.\*

Section 402.301-402.309 requires that parents are notified of St. Luke’s Child Development Center’s Emergency Evacuation Plan and Security Procedures.\*

Section 2.8 requires that parents are notified in writing of the disciplinary and expulsion policies.\*

By signing below, you acknowledge that you have received the St. Luke’s Child Development Center Handbook and the documentation required by licensing at [www.st.lukes.org/cdc](http://www.st.lukes.org/cdc).

\*Information provided in St. Luke’s Child Developments Center’s Handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Name (Please Print)

## Parent Guidelines for VPK

Florida's Voluntary Pre-Kindergarten Education Program offers high quality learning opportunities for all four-year-old children. The VPK Mission Statement is: "To ensure that all children are intellectually, emotionally, physically and socially ready to enter school."

The Florida Department of Education/State Board of Education is required by law (Section 1002.69(5), Florida Statutes (F.S.) to calculate a kindergarten readiness rate every year for each private or public school VPK provider. The VPK Provider Kindergarten Readiness Rate measures how well a VPK provider prepares four-year-olds to be ready for Kindergarten based upon the Florida Kindergarten Readiness Screener (FLKRS).

VPK Education Standards: [fldoe.org/earlylearning](http://fldoe.org/earlylearning) and [elcoforangecounty.org](http://elcoforangecounty.org)

### Attendance

VPK school hours are from 9:00 a.m. to 12:00 p.m. Please be sure your child arrives on time ready to begin their daily activities. When your child attends a portion of the school day, it will count as a full day.

- Parents must sign in and sign out each day via Procare. Requires full signature.
- At the end of the month, a parent or legal guardian must sign the Student Attendance and Parental Choice Certificate. Without this form, we cannot receive payment for your child.
- The VPK attendance policy is called the 80/20 Attendance Rule. This means that a child is allowed 20% absences for the entire school year. This amounts to 36 absences for the school year. If your child exceeds more than 20% absences for the year, CDC will not be reimbursed for those days missed.
- Daily attendance is directly related to higher scores on the Kindergarten Readiness Screener and/or FAST Assessment. All children will be screened during the first thirty days of Kindergarten.
- Please notify the CDC office or your child's teacher when you know of absences in advance. If your child is absent more than three days, documentation must be dated, signed and state the reason for absence.
- A preschool offering VPK has the right to dismiss a child for excessive absences. When a child exceeds 20% absences, a monthly tuition payment will be required to continue enrollment.
- All parents must sign the VPK Parent Guidelines and the 80/20 Attendance Rule form.



4851 S. Apopka-Vineland Rd.  
Orlando, FL 32819

407.876.1155  
st.lukes.org/cdc

## VPK Parent Guidelines and Attendance Rule

I acknowledge that I have received a copy of and agree to the VPK Parent Guidelines and the 80/20 Attendance Rule. When my child exceeds 36 days absent from St. Luke's CDC VPK program, a monthly tuition payment will be required to continue enrollment.

---

Signature of Parent/Guardian

---

Student's Name

---

Date