

Thank you for your interest in Tampa's Lowry Park Zoo's "Zoo School". Our mission is to connect people with the living earth and to provide a safe, clean, pleasant and caring environment in which each child may develop his or her physical, social, emotional and intellectual potential at his or her own pace while fostering a respect for wildlife and wild places through unique zoo interactions.

How to Reserve Your Child's Space at Zoo School.

First you will need to speak with our Director of Education or Early Childhood Coordinator to see if space is available in our program. Once space is open you will need to complete and return the following:

- Child's Enrollment and Information Form
- Family and Child Information Form
- Enrollment and Tuition Form
- Credit Card Information Form
- Authorization for Emergency Medical Treatment
- Parent Authorization for Medication Form
- Video/Recording and Release of Liability Form
- Parent Handbook Contract
- A \$50 processing fee (per child) must accompany your paperwork.
- Florida Certificate of Immunization HR#3040-Physical Records and HRS#680-Shot Records. Florida Shot and Health records are due on or before your child's first day of school.

Before returning this paperwork for enrollment we suggest that you make a copy of the entire packet so you can refer to it in the future.

Once all information is turned in with the \$50 processing fee, you will receive a confirmation letter from your child's teacher to welcome you and your child to the Zoo School.

Sincerely,

Jennifer B. McLachlan
Director of Education
1101 West Sligh Ave
Tampa, FL 36604
Fax: (813) 933-7949

Tampa's Lowry Park Zoo School

2009-2010 Calendar

January 18, 2010	Martin Luther King Jr Day (Kindergarten Closed)
April 12-16, 2010	Spring Break (School Closed)
April 19, 2010	Students return to School
May 31, 2010	Memorial Day (Kindergarten Closed)
June 11, 2010	Last Day of School (for children not attending summer session)
June 14, 2010	First Day of Summer (for Summer only Children)
August 12,13, 2010	School Closed for Teacher Workday
August 20, 2010	Last Day of School (2009-2010)

2010-2011

August 23, 2010	First Day of New School Year
September 6, 2010	Labor Day (Kindergarten Closed)
November 11, 2010	Veteran's Day (Kindergarten Closed)
November 25, 26, 2010	Thanksgiving (School Closed)
December 20-31, 2010	Winter Break (School Closed)
January 3, 2011	Students Return to School
January 17, 2011	Martin Luther King Jr Day (Kindergarten Closed)
February 21, 2011	Presidents Day (Kindergarten is Closed)
March 28-April 1, 2011	Spring Break (School Closed)
April 4, 2011	Students return to School
May 30, 2011	Memorial Day (Kindergarten Closed)
June 9, 2011	Last Day of School

Tampa's Lowry Park Zoo School complies with the suggestions from the school district for Labor Day, Thanksgiving Holiday, Winter Holiday, and Spring Holiday.

Office use only:

Name of Teacher and Age Level _____

Child's Enrollment/Information Form

Child's Name: _____ Preferred Name: _____ DOB: _____ Sex: _____

Parent(s) Name(s): _____ Date Enrolled: _____

Custodial Parent:

(Circle One) Mother (M) Father (F) Joint (J) Guardian (G)

(M) (F) (G) Home Phone: _____ (M) (F) (G) Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Work Phone: _____ Work Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ Email Address _____

Emergency Contact (Other Than Parents)

1. _____
Name Relationship Phone

2. _____
Name Relationship Phone

Persons Authorized to Remove Child (Identification required and must be 18 years of age)

1. _____
Name Relationship Phone

2. _____
Name Relationship Phone

Medical Alert Information: (such as allergies) _____

Special Needs Information: Has your child been diagnosed or tested for the following: () Developmental Delay
() Hearing Impairments/Deafness () Special Diet () Emotional/Behavioral Disorder () Learning Disabilities () Health
Impairment () Mental Retardation () Autism () Traumatic Brain Injury () Speech/Language Impairment () Other

List any additional information it would be beneficial for your child's teacher to know:

Preferred Physician: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Preferred Hospital: _____ Note: Immunization Records must follow your child

Family and Child Information Form

Parent's talents, occupation, and/or former occupation: _____

Names & ages of other children in the family: _____

Does your child play with: (circle all that apply) Siblings Other Children

Does the child/family have a pet? (circle all that apply) NO YES: _____

Does the child speak any languages in addition to English? NO YES: _____

Child's favorite activities & interests: _____

If you are the parent of child in the 12-24 month class:

Please create a list of special or specific ways to care for your child to ensure they have a healthy, happy experience.

Previously Attended Schools/Daycare:

Please include information for all schools/daycares the child has attended in the spaces provided. If you need more room please add them above the dotted line. If this is the child's first school/daycare experience, please indicate.

Name of Facility	Address and Phone Number	Dates Attended

If you have attended more than 1 facility prior to Zoo School can you please explain why your family has transitioned your child to other facilities?

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Enrollment and Payment Form

Kindergarten (9am-3pm) and Pre-School Academic Day Prices per Month (8am-2:30pm)

5-Day Class: Monthly \$499 (M-F).
3-Day Class: Monthly \$331 (M, W, F)
2-Day Class: Monthly \$247 (T, TH)

Kindergarten and Pre-School Extended Day Prices per Month (7am-8am and 2:30pm-6pm)

5-Day Extended Care: Monthly \$200
3-Day Extended Care: Monthly \$120
2-Day Extended Care: Monthly \$80

Early Childhood (ECE) Academic Day Prices per Month (8am-2:30pm)

5-Day Class: Monthly \$581(M-F)
3-Day Class: Monthly \$361 (M, W, F)
2-Day Class: Monthly \$253 (T, TH)

Early Childhood (ECE) Extended Day Prices per Month (7am-8am and 2:30pm-6pm)

5-Day Extended Care: Monthly \$200
3-Day Extended Care: Monthly \$120
2-Day Extended Care: Monthly \$80

Month and Date Child will begin school: _____

Program you are looking to enroll your child in: (circle one)

ECE (12-24 months) ECE (24-36 months) Pre-School (3/4 yrs of age) (4/5 yrs of age) Kindergarten

Class of choice: (circle one) 2 Day 3 Day 5 Day (Kindergarten can only be 5 days a week)

Will you be using Extended Day? (circle one) Yes or No

***Academic Day Tuition per month:** _____

***Extended Day Tuition per month:** _____

***Total Tuition due per month:** _____

Processing Fee: \$50.00 (The total amount due to process your application paperwork).

I will be paying today by: (check which one applies today): **CHECK #** _____ **Cash** _____ **Credit Card** _____

Credit Card Information

You must have a valid credit card on file, even if the card is not charged monthly.

I hereby authorize Tampa's Lowry Park Zoo to charge my credit card if my tuition is over two weeks delinquent from the due date and, if indicated, for monthly program fees that are due on the first day of the month.

CC Holders Signature

Date Signed

Check one of the options below to indicate whether you do/do not want your credit card charged for monthly tuition.

READ VERY CAREFULLY

- Check one: **Yes, charge my Credit Card each month for tuition**
 Yes, charge my Credit Card for \$50 processing fee only.
 No, do not charge my Credit Card for tuition

If you do approve us to charge your credit card monthly for tuition you will receive a receipt via email. Please make sure to make Jamie.Myers@lowryparkzoo.com aware of any changes to your email account.

Credit Card Information:

MasterCard Visa Discover American Express

Acct No.: _____ Exp. Date: _____

Cardholders Name: _____

Signature: _____

If you do not have a valid credit card:

A one-month tuition deposit in the form of a money order is the only other acceptable form of deposit. Tampa's Lowry Park Zoo will only cash your money order if your monthly program fees are over two weeks delinquent from the due date, which is the first of the month.

Please DO NOT fill out the "Pay To" line on the money order.

Authorization for Emergency Medical Treatment

If my child, _____, should become ill or injured at, Tampa’s Lowry Park Zoo, I understand that the Facility will:

1. Contact parent(s) immediately.
2. Contact the person(s) designated as an emergency contact, if they are unable to reach parents.
3. Contact child’s physician and/or arrange for immediate medical treatment, if they are unable to reach parents or designated emergency contacts.
4. Contact 911 and have child accompanied by a teacher and transported to the Emergency Room, if immediate medical treatment is necessary.
5. Utilize a physician and/or medical facility that are authorized to administer emergency medical treatment necessary to ensure child’s health and safety.

I will accept responsibility for payment of medical services rendered.

Parent’s Name

Parent’s Signature

Date

Parent Authorization for Medication

Child's Name: _____

No medication shall be given by Zoo personnel without the signed permission of a parent or guardian.

If your child does not require medication please write N/A and sign and date below.

Medication Authorization:

Name of Medication or Prescription Number: _____

Amount of Medication to be Given: _____

Time Medication is to be Given: _____

Dates Medication is to be Administered: From _____ to _____

Epi-Pen Policy:

Does your child require an Epi-Pen: **YES** **NO**

Please fill out in entirety the ALLERGY ACTION PLAN and make sure to include a picture of your child.

Allergy: _____

Reaction Requiring Epi-Pen: _____

- If your child does have an Epi-Pen, and is over the age of 3 he/she **MUST** be trained by a physician and fully knowledgeable of how and when to use the Epi-Pen.
- If your child is under the age of 3 or becomes incapable of administering the Epi-Pen themselves, a Zoo Staff member would administer the Epi-Pen under the Good Samaritan Law.

_____ **N/A, My child does not require medication.**

Parent Signature: _____ **Date:** _____

CL#5013 (revised 7/08)

Release of Liability

I understand Tampa's Lowry Park Zoo Education Programs includes an opportunity to visit Tampa's Lowry Park Zoo, as well as participate in periodic field trips off-site, or in conjunction with other organizations. I agree to accept full risk and responsibilities for my child's participation in this program, and agree to release, hold harmless and indemnify Tampa's Lowry Park Zoo and all employees, agents or representatives of the Zoo in their official and individual capacities, from all expenses, attorney's fee, claims or liabilities whatsoever including claims based upon such defendants' own negligence arising from or related to my child's participation in Tampa's Lowry Park Zoo Education Programs. This release shall be binding on me, my legal representatives, heirs, and assign in perpetuity. I have read this release and understand it fully.

Child's Name

Parent's Name

Parent's Signature

Date

Video and Recording Release

I hereby consent to Tampa's Lowry Park Zoological Society, their successors and assigns, full unreserved rights to use the photographs, videotape recording, audio recording taken of and/or recorded by me for purposes of display, reproduction, broadcast, and/or publishing, in any medium of public or private communication to promote programs of the Lowry Park Zoological Gardens., a non-profit organization. Permission includes the right to retouch, edit and make such alterations to photographs, video or audio recordings that the above party may desire.

Child's Name

Parent's Name

Parent's Signature

Date

Know Your Child Care Facility

Choosing an appropriate child care program is an important decision for both the parent and the child. Family needs as well as the child's individual needs should be considered in this process, including the child's age and developmental level.

This information is intended to provide helpful information regarding child care facilities. IT summarizes the quality indicators of a child care facility,, the parent's role in a quality care, and some of the minimum standards used to license child care facilities.

This child care facility has met the state minimum child care licensure standards as outlined in section 402.305, Florida Statutes and Chapter 65C-22, Florida Administrative Code.

Quality Child Care:

Quality child care offers the child healthy, social and educational experience under qualified supervision in a safe, nurturing, and stimulating environment.

Children in a quality child care setting also participate in daily age appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating child care settings for quality, the following quality indicators should be considered:

Quality Caregivers:

Are friendly and eager to care for children.

Accept family cultural and ethnic differences.

Are warm, understanding, encouraging, and responsive to each child's individual needs.

Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.

Help children manage their behavior in a positive, constructive, and non-threatening manner.

Allow children to play alone or in a small group.

Are attentive to and interact with the children.

Provide stimulating, interesting, and educational activities.

Demonstrate knowledge of the social and emotional needs and developmental tasks for all children.

Communicates with parents.

Quality Environments:

Are clean, safe, inviting, comfortable and child-friendly.

Provide easy access to age-appropriate toys.

Display children's activities and creations.

Provide a safe and secure environment that fosters the growing independence of all children.

Quality Activities:

Are children initiated and teacher facilitated.

Include social interchanges with all children.

Are expressive including play, painting, drawing, storytelling, music, and dancing and other varied activities.

Include exercise and coordination development.

Include free and organized activities.

Include opportunities for all children to read, be creative, explore, and problem-solve.

Parent's Roles:

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents, should:

Familiarize themselves with the child care standards used to license the child care facility.

Inquire about the qualifications and experience of child care staff as well as staff longevity.

Know the facility's policies and procedures.

Communicate with the caregiver.

Visit and observe the facility and participate in special activities as well as scheduled meetings and conferences.

Talk to their child about their daily experiences in child care.

Arrange alternative care for their child if they are sick.

Continued on the next page....

Licensing Standards:

General Information	Physical Environment	Teacher Training Requirements
Have a valid license posted for all to see.	Provide space that is clean and free of litter and other hazards	40 hour Introductory Child Care Training
Have all staff appropriately screened	Equipped with age and developmentally appropriate toys, bathrooms facilities and other furnishings.	10-hous of In-service Training
Maintain minimum staff to child ratio: Under 1 1:4, 1 year old 1:6, 2 year old 1:11, 3 year old 1:15, 4 year old 1:20, 5 year old 1:25	Provide isolation area for child who becomes ill.	Facility Director must have director credential.
Maintain appropriate transportation vehicles (if transportation is provided)	Instill proper hand washing, toileting, and diapering activities.	
Provide parents with written disciplinary practices used by the facility.	Be accessible and appropriate for all children.	
Provide access to the facility during normal hours of operation.		
Maintain usable indoor floor space for playing, working, and napping.		
Health Related Requirements	Food and Nutrition	Record Keeping
Have established emergency procedures that include:	Post a meal and snack menu that provides daily nutritional needs of the children. (if meals are provided)	Maintain accurate records that include:
1-800-962-2873 Florida Abuse Hotline		Children's health exam/immunization record
Staff trained in first aid and CPR on the premises at all times		Medication records
Fully stocked first aid kit		Enrollment information
Working first extinguisher and monthly fire drills with children and staff.		Personnel records
Have a locked storage lace for storing medication and hazardous materials.		Daily attendance
		Accidents and incidents
		Parental permission for field trips and medications

Additional Information:

For further information about child care of specific child care facilities, please visit our website or contact your local licensing office. www.myflorida.com/childcare

Hillsborough County Child Licensing requires us to provide the information above on "Know Your Childcare Facility information"

_____ I received the "Know Your Child Daycare" Information provided above.

Parent Handbook Contract

The following contract pertains to the policies set forth in the Parent Handbook governed by Tampa's Lowry Park Zoo "Zoo School". It is the Parent's responsibility to read the Parent Handbook completely before signing and it is the Parent's responsibility to abide by all the policies stipulated in the Parent Handbook. This is a legal and binding Contract and signing it obligates you to this Contract legally.

I (the parent) hereby acknowledge that I (the parent) am aware of the conditions stated in the Tampa's Lowry Park Zoo "Zoo School Parent Handbook, and agree to abide by the above signed policies and requirements in conjunction with the financial agreement.

Please make sure to have read and fully understood each section of the Parent Handbook, paying special attention to the following areas:

- Discipline Policy
- Tuition Price
- Tuition Payment Options
- Late Tuition Policy
- Vacation and Absentee Policy
- Late Pick Up and Drop Off Policy
- Refund Policy and Cancellation Notification
- Breakfast, Lunch, and Snacks
- Colds and Communicable Diseases
- H1N1 and You Flu Information brochure from CDC

Child's Name

Parent's Name

Parent's Signature

Date