

# LITTLE SPROUTS

## LEARNING CENTER

### Mother's Day Out

# Spring 2023

# ENROLLMENT PACKET

Please read this Enrollment Packet carefully as it lists important policies along with class supply lists. Complete the following and return in order to enroll your child.

1. Completed and signed enrollment form
2. Enrollment fee
3. Copy of current shot records
4. Notarized, Legal Documents of Guardianship (*if applicable*)

**All** of these items are required in order to enroll your child in Little Sprouts. Enrollment packets can be returned to the Front Desk of the Discipleship Center, Monday-Thursday 9am to 4:30pm. You may leave the completed packet in an envelope with Little Sprouts addressed on the front. For the safety of our preschoolers, when school is in session, no tours will be given on Tuesdays and Thursdays.

A ministry of  
**FIRST SOUTHERN BAPTIST CHURCH**  
6400 S Sooner Rd, OKC, OK 73135  
405-732-1300  
[www.firstsouthern.tv/little-sprouts](http://www.firstsouthern.tv/little-sprouts)  
[kids@firstsouthern.tv](mailto:kids@firstsouthern.tv)

# LITTLE SPROUTS MOTHERS' DAY OUT

## Spring 2023 Enrollment Form

Office Use Only:

Class Enrolled: \_\_\_\_\_

Enrollment Fee: Date Pd: \_\_\_\_\_

Amount: \_\_\_\_\_

Check #: \_\_\_\_\_ Cash

☐ Shot Records

☐ Divorce Decree (if applicable)

☐ Application Signed/Initialed

☐ Input In Database

### Enrollment & Monthly Tuition Fees

Days Attending	Enrollment Fee Per Child (Non-Refundable)	Monthly Tuition 1 <sup>st</sup> Child	Monthly Tuition 2 <sup>nd</sup> Child	Monthly Tuition 3 <sup>rd</sup> Child
Tues & Thurs	\$50	\$180	\$150	\$140
Tues <b>OR</b> Thurs	\$50	\$100	\$85	\$75

**Session Desired** (*Select One*): ☐ Tuesday Only ☐ Thursday Only ☐ Tuesday & Thursday

**Child's Name** \_\_\_\_\_ **Nickname** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Birthdate** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender** ☐ Male ☐ Female

**Allergies/Special Needs** \_\_\_\_\_

**Parents' Relationship to Each Other:**

☐ Married ☐ Divorced ☐ Separated ☐ Single

*If divorced, a copy of the Divorce Decree noting guardianship, days of visitation, etc must accompany this form.*

**Child lives with (please check all that apply):**

☐ Mother and Father ☐ Mother ☐ Father ☐ Other: \_\_\_\_\_

**Parents' Information:**

**Guardian #1 Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Guardian #2 Name** \_\_\_\_\_ **Relationship to Child** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Family Email** \_\_\_\_\_

**Church Membership** \_\_\_\_\_ **Religious Preference** \_\_\_\_\_

# Special Instructions

**Include any information we may need to know to care for your child while they are at Little Sprouts.**

Is your child: ☐ Using Diapers    ☐ Potty Training    ☐ Potty Trained

Does your child have a security item?    Yes / No Item: \_\_\_\_\_

What does your child call:

His/Her Grandparents \_\_\_\_\_

His/Her Pets \_\_\_\_\_

Anything else? \_\_\_\_\_

### Release of Child

I authorize that my child, \_\_\_\_\_, be released by First Southern Baptist Church Little Sprouts Parent's Day Out Program to the following person(s), **in addition to those already listed on this form.**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

*\*If there are more, please attach an additional sheet.*

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Today's Date

### Sunscreen/Diaper Cream Permission

I, \_\_\_\_\_, give permission to Little Sprouts staff to apply sunscreen or diaper cream to my child, \_\_\_\_\_.

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

### Photo Release

*Throughout the year pictures and videos are taken to record preschool events and student progress within Little Sprouts. We periodically like to share what is happening in Little Sprouts with you on our closed parents page on Facebook and on our Kids Ministry Social Media page or for promoting our Little Sprouts program. We would appreciate your permission to take pictures and/or videos of your child. The First Southern Childhood Ministries Director is solely able to use images and video outside of the Little Sprouts Parents' Page. All other images taken by teachers and director will be used on our closed group page to let you see what your kids are doing throughout the day.*

- ☐ I give permission to use my child's image/video only on the Little Sprouts Parents' closed group on Facebook.
- ☐ I give permission to use my child's image/video on First Southern Kids' Social media pages & for promoting Little Sprouts at First Southern Baptist Church.
- ☐ I give Little Sprouts permission to take photographs and/or videos of my child but it may only be used for classroom purposes (class projects, art, etc.).
- ☐ Do not take any images/videos of my child.

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

# Emergency Medical Care

Each child must have two emergency contacts with telephone numbers in the event of sickness or injury. It is the responsibility of the parent to make sure that those persons listed as emergency contacts understand their responsibilities. It is also the responsibility of the parent to update the information on each child's enrollment form when any changes occur. In the case of illness, injury, or other emergency, the following procedures will be followed:

- *Serious Accident or Injury*
- 9-1-1 will be called immediately. The staff will attempt to contact one or both parents or emergency contacts.
- *Less Serious Accident or Injury*
- The parent or emergency contact will be notified and their instructions followed.
- *Minor Accidents or Injury*
- The staff will administer first-aid, and the parent will be notified when picking up the child.

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize First Southern Baptist Church Little Sprouts staff to take my child to an Emergency Room, or the following physician, or his/her associates, for medical care.

Dr. \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Hospital \_\_\_\_\_

If parents cannot be contacted in case of an emergency, please call

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

☐ I give consent for any and all treatment deemed necessary by the attending physician.

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Date*

**Please attach copy of child's current shot record.**

## Insurance Information

Name of Insurance Company \_\_\_\_\_

Group Number \_\_\_\_\_ Member ID/Policy Number \_\_\_\_\_

*\*We do NOT need a copy of your child's insurance card.*

# POLICIES & PROCEDURES AGREEMENT

The following are our policies and procedures. By initialing each one, you are acknowledging you have read them and agree to abide by them.

## Tuition Payments and Registration Fees

- Initials
- All students must be enrolled by a parent or legal guardian who agrees to be responsible for their behavior and financial obligation. A non-refundable registration fee per child is due at time of enrollment. Tuition may change, but notice will be given before any increase.
  - Payment is due the 15th of the month prior. After a child is enrolled, monthly payment must be made regardless of child's attendance. After the first week, a \$20.00 late charge will be added if tuition is not paid. Once your child is enrolled, monthly tuition must be paid even if your child is absent. If tuition is not paid, your child will be unenrolled from the program.
  - If you are mailing payment, please mail payment to attention: FSBC Little Sprouts. Checks should be made out to *First Southern Baptist Church or FSBC*. It is also important that you put *Little Sprouts* on the memo line so that it can be applied to the correct area. Please remember the time it takes for mail to arrive with your payment. Payments are due on the 15th of the month in order to not incur late fees.
  - Additional service charges will be applied for returned checks or late pick-up fees. Returned checks are charged \$25.00 per check.
  - Pick up is at 2:30 pm. After 2:35 pm, there will be a \$5.00 late fee charged. After 2:45 pm there will be a \$1.00 per minute charge added to the \$5.00 charge. Payment of late fees is due within 24 hours.
  - A child can only be enrolled in the Little Sprouts program once the completed enrollment form, shot records, insurance card, divorcee decree (if applicable), and enrollment fees are paid.
  - All tuition is due on the 15th day of the month prior. For example, September tuition is due on August 15th. You may pay with cash, check, or online. If paying via check or cash, place it in an envelope and put it in the drop box located just inside the Kids' Center doors. If paying online, go to [www.firstsouthern.tv/little-sprouts](http://www.firstsouthern.tv/little-sprouts) and click the payment button on that page.

## Enrollment and Tuition Fees

Initials Enrollment & tuition fees are as follows:

Days Attending	Enrollment Fee (Non-Refundable)	Monthly Tuition 1 <sup>st</sup> Child	Monthly Tuition 2 <sup>nd</sup> Child	Monthly Tuition 3 <sup>rd</sup> Child
Tues & Thurs	\$50 per child	\$180	\$150	\$140
Tues <b>OR</b> Thurs	\$50 per child	\$100	\$85	\$75

## Withdrawal

Initials A written notice is required if it becomes necessary to withdraw your child from Little Sprouts. Written notice must be received by the 15<sup>th</sup> of the month in order to be released from paying the next month's tuition. Tuition payments must be up to date and paid in full before withdrawal is allowed. Students withdrawn in any day of the month are responsible for the full month's tuition.

## Communication

Initials Little Sprouts has a closed/private Facebook page just for parents that will display upcoming events, school closings, and additional information. Please follow First Southern Kids on Facebook (this will allow us to add you to the group) to stay up-to-date on the latest information.

## Arrival and Dismissal Procedures

Initials Little Sprouts begins at 9:30 am and is over at 2:30 pm. Teachers enjoy greeting you and your child personally and will begin receiving your children at 9:30 am. Before dropping your child at his/her class, you must use our computer check-in system to print out a label for your child.

The doors will be locked at 9:30 am and reopened at 2:30 pm. This allows for extra security during the day. If you arrive to either drop-off or pick up between those hours, simply use the doorbell to ring for assistance.

Pick up is at 2:30 pm. After 2:35 pm, there will be a \$5.00 late fee charged. Payment of late fees is due within 24 hours.

At drop-off and pick-up, parents are asked not to enter the classroom. A teacher will receive or dismiss your child at the door.

In the event of an emergency where the parent cannot pick-up their child, a phone call to the Little Sprouts Director or First Southern Children's Director is necessary. The Director will call the parent back to verify the request and names of person(s) who will pick up the child.

If, when picking up your child, the teacher or Little Sprouts staff is uncomfortable releasing your child to you (suspicion of intoxication, etc.), we will approach you and ask you to contact another responsible adult to pick them up.

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## **Medication/Illness/Immunization**

*Initials*

### Medication

No medication can be given to your child at Little Sprouts.

### Illness

You will be called to pick up your child if he/she becomes ill. If your child shows any signs of illness within 24 hours of Little Sprouts, he/she should be kept at home. This includes diarrhea, vomiting, fever, rash, or a green runny nose. Please contact us and let us know if your child will not be attending.

A child will not be admitted if any of the following exists:

- The illness prevents the child from comfortably participating in facility activities.
- The illness results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has a temperature of 100.0 degrees or higher in the past 24 hours.
- The child has vomited or had diarrhea in the past 24 hours.
- The child has eye irritation accompanied by drainage or crusting.
- The child has signs or symptoms of possible illness.
- The child has been diagnosed with a communicable disease (i.e. pink eye, ringworm, fifth's disease, etc).
- The child has lice. Students must have a doctor's note upon reentry.
- Has been diagnosed with covid-19 within the past 5 days.

### Immunization

A copy of your child's immunization record will be kept on file.

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## **Curriculum**

*Initials*

All of our curriculum is Christian-based and age specific. We provide an environment where children are learning both physically and mentally through activities such as music, movement, art, science, and books. We provide guided activities that include learning through gross and fine motor skills on the learning level of the child.

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## **Holidays, Breaks and Weather**

*Initials*

As a general rule, if Mid-Del Schools are closed for weather-related reasons, Little Sprouts will be closed as well. This is not always the case. During inclement weather, if there is a closure, you will be contacted by your child's teacher via phone call or text. You can also find updates on our Facebook Parent Page. (<https://www.facebook.com/groups/fskidslittlesprouts>)

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## Toilet Training

*Initials* Toilet training is an important part of early childhood education. Our staff is prepared to work with the parent when the child is ready to begin potty training in the toddler and 2s age group. 3s and 4s are usually well into the process of potty training, and our staff is ready to work with parents in reinforcing potty training routines. Most 3s will be potty trained, but we do realize that some children will still be working on these skills, so if your child is being trained please bring a change of clothes including underwear.

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## Positive Guidance/Discipline

*Initials* Proper behavior will be taught through positive reinforcement and example. Children will be taught proper respect for others. Effective classroom management and appropriate classroom behavior are a critical part of an environment in which learning will occur. Our goal is to provide an environment which is stimulating and safe for your child. Time out and removal of privileges are the forms of discipline used.

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## Snacks

*Initials* Snacks are provided at mid-morning for all children. Classes will request parents sign-up to bring special snacks on a monthly basis. There will be a sign-up at each classroom or the teacher will assign specific days for you to bring snack. Parents may provide snacks for birthday celebrations. Please talk with your child's teacher about what would be appropriate for your child's age. An allergy alert will be posted when there are special snacks, cooking projects, or parties.

*\*\*\*Due to the increase in nut allergies, please do not pack peanut butter or peanut products for snacks.*

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## Lunch

*Initials* Parents will provide a nutritious lunch and drink for their child each day. Please help us by doing the following:

Parents should send finger foods that the child can feed themselves. We are unable to serve lunches that need to be heated. We encourage nutritious lunches such as sandwiches, fruits and vegetables, cheeses, yogurts, etc. We discourage candy and caffeinated drinks as a lunch item. **Do not bring food which has to be heated or refrigerated.**

*\*\*\*Due to nut allergies, do not pack peanut butter or peanut products in your child's lunches. We're sorry for any inconvenience this may cause.*

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## Rest Time

*Initials* While the morning is filled with wonderful activities, after lunch we will have a rest time with the children. Little Sprouts will provide a nap mat for your child that will be cleaned after each use. Your child may bring a small blanket, pillow, or stuffed animal to help make this a better time for him/her. However, these items will need to be taken home each day to be cleaned.

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## Security

*Initials* Each day you will use the last four digits of your home phone to check your child in. Once checked in, a label will print. The child's label is the one with the child's name, etc. The parent pick up label will have the security code on the label. If someone different will be picking up your child, simply leave the security slip with the director. When that person arrives, please have them report to the director to show identification. Any person that will be picking up your child needs to be listed on this pick-up label and may be asked to show identification. This is done for the safety of your child.



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### **Personal Toys/Show and Tell**

*Initials* We realize that children love to bring their belongings to Little Sprouts, but many times the child leaves Little Sprouts unhappy because the toy has been misplaced or broken. Therefore, please do not allow your child to bring items unless the teacher has asked for a special show and tell item or an item to go along with their theme unit or activity.

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### **Personal Items/Clothing/Outdoor Activities**

*Initials* Please label *everything* that belongs to your child. This includes diaper bags, bottles, pacifiers, changes of clothes, coats, lunch boxes, “sippy” cup (lid and cup), etc. We cannot be responsible for any unmarked items.

In addition to times of quiet and class time, our program is filled with fun and games, so comfortable play clothes would be best. Dress your child appropriately for the weather and for outdoor play. Sneakers are the best choices for footwear. Please do not send your child in flip-flops or slip-on shoes. If you do not want your child to participate in outdoor activities, please let the director and teacher know.

For the older children, please make sure that your child can go to the restroom without the teacher having to unhook or take off items. Infants and toddlers should wear clothing that unsnap completely without removing shoes or garments. Socks and shoes must be worn at all times.

*\*\*All children need to have a complete change of weather appropriate clothing (including socks) in their backpacks each day.*