



## LITTLE SPROUTS Mother's Day Out

A ministry of **FIRST SOUTHERN BAPTIST CHURCH**

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# 2024-2025 ENROLLMENT PACKET

Please have the following items ready for each child at the time of enrollment. We are unable to enroll a child until all listed items are complete.

- ☐ Completed Enrollment Form
- ☐ Signed Parent Handbook Acknowledgement
- ☐ \$50 Non-Refundable Enrollment fee
- ☐ Immunization records or a doctor's note stating child is healthy and does not get immunizations
- ☐ Notarized, Legal Documents of Guardianship – for Foster Parents or Divorced parents (*if applicable*)

**All** of these items are required in order to enroll your child in Little Sprouts.

Enrollment may be made Mondays & Wednesdays 9:00am to 4:00pm in the main Church Offices or Tuesdays & Thursdays from 10:00am to 4:00pm.

# LITTLE SPROUTS MOTHER'S DAY OUT

## 2024-2025 Enrollment Form

### Enrollment & Monthly Tuition Fees

Session 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	\$220	\$190	\$165
Tues <b>OR</b> Thurs	\$50	\$135	\$115	\$100

#### Office Use Only

Enrolled Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

o Enrollment Fee Paid

Date Pd: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Check (# \_\_\_\_\_) / Cash / CC

o Shot Records

o Divorce Decree (if applicable)

o Forms Signed

o Handbook Agreement Form

o Input In Database

Unenrolled Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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

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

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

#### 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: \_\_\_\_\_

#### Parent/Guardian 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 \_\_\_\_\_

Primary Email \_\_\_\_\_

Do you regularly attend a place of worship? [ ] Yes [ ] No If yes, location: \_\_\_\_\_

#### Authorized Adults

*Please list names of any adults (age 18+) authorized to pick up your child in the event you are unavailable.*

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Medical Conditions** (Please list any disabilities or limitations): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sunscreen/Diaper Cream Release Form

☐ I give permission to Little Sprouts staff to apply sunscreen to my child, listed above.

☐ I give permission to Little Sprouts staff to apply diaper cream to my child, listed above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photo/Video Release

*We would appreciate your permission to take pictures and/or videos of your child. Please select the desired permission(s) and sign below.*

☐ I give permission to use my child's image/video 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 for classroom purposes (class projects, art, etc.).

☐ Do not take any images/videos of my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Emergency Medical Consent Form

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

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

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

☐ If parents or listed adults above cannot be reached to arrange for emergency medical attention, I authorize First Southern Baptist Church Little Sprouts staff to call an ambulance to take my child to the nearest emergency room for medical care.

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

☐ I understand that I assume all financial responsibility for any treatment or injuries sustained by my child while he/she is in childcare.

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

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

### Insurance Information

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

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

## Special Instructions

Name of Child: \_\_\_\_\_

Include any information we may need to know to care for your child while he or she is at Little Sprouts.

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

Does your child use

A pacifier? [ ] Yes [ ] No

A special blanket or comfort item? [ ] Yes [ ] No If other than blanket, what? \_\_\_\_\_

What does your child call:

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

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

Has your child ever attended another childcare program? [ ] Yes [ ] No If yes, how long? \_\_\_\_\_

Does your child attend classes at a church? [ ] Yes [ ] No

At Little Sprouts each class has a nap/rest time after lunch.

Does your child take a regular nap at home? [ ] Yes [ ] No If yes, what times? \_\_\_\_\_

Allergies (Include food, seasonal, and drug allergies) \_\_\_\_\_

Siblings (Name/Age): \_\_\_\_\_

***\*\*Detach the following Handbook from the main Enrollment Form\*\****

# LITTLE SPROUTS PARENT HANDBOOK

*The following are our Little Sprouts parent policies and procedures. This handbook section should be detached from the above enrollment form. Read each section and sign the agreement found at the end of the handbook.*

## **Tuition Payments, Registration, and Late Fees**

- 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 the time of enrollment. Tuition fees may change, but notice will be given before any increase.
- Tuition payment is due on the first of each month. After a child is enrolled, monthly payment must be made regardless of the child's attendance. Non-payment after the 10<sup>th</sup> of the month will result in a \$20.00 late charge being added to your monthly tuition for that month. If tuition is not paid within 30 days, your child will be unenrolled from the program.
- Monthly tuition is based on the actual number of days that his/her class is scheduled during the 9-month school year so that you are not charged for holidays. The total yearly tuition is divided into equal monthly payments for your convenience. Tuition credits will not be given based on your child's absence from the program. This includes personal reasons such as illness, or school closures based on unforeseen circumstances such as weather. Tuition will not be prorated for enrolling late in the month.
- Payment may be made via cash, check, or credit card (online). If paying by credit card, a small processing fee will be charged. If paying via check or cash, please place the money in an envelope and put it in the drop box located inside the Kids' Center. Checks should be made out to *First Southern Baptist Church* or *FSBC*. It is also important that you put *Little Sprouts* and your child's name on the memo line so that it can be applied to the correct account. Payments are due by the first of the month.
- 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 from 2:00 pm - 2:30 pm. After 2:40 pm, there will be a \$10.00 late fee charged. 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, signed Parent Handbook agreement, and divorcee decree (if applicable) are turned in and enrollment fees are paid.

## **Enrollment and Tuition Fees for September 2024 to May 2025**

Enrollment & tuition fees are as follows:

<b>Sessions Enrolled</b>	<b>Enrollment Fee (Non-Refundable)</b>	<b>Monthly Tuition 1<sup>st</sup> Child</b>	<b>Monthly Tuition 2<sup>nd</sup> Child</b>	<b>Monthly Tuition 3<sup>rd</sup> Child</b>
Tues & Thurs	\$50 per child	\$220	\$190	\$165
Tues <b>OR</b> Thurs	\$50 per child	\$135	\$115	\$100

## **Withdrawal**

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 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 the middle of the month are responsible for the full month's tuition.

## **Communication**

Little Sprouts has a closed/private Facebook page ([facebook.com/groups/fskidslittlesprouts](https://facebook.com/groups/fskidslittlesprouts)) just for parents that will display upcoming events, school closings, and additional information. Most of our classes also utilize an app called "GroupMe" for class-specific communication. Please check with your child's teacher about becoming a member of the GroupMe.

### **Arrival and Dismissal Procedures**

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 10:00am and reopened at 2:00 pm for pickup. 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 from 2:00 pm - 2:30 pm. After 2:40 pm, there will be a \$10.00 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 an emergency where the parent cannot pick up their child, a call or message to the Little Sprouts Director is required. The Director will verify the names of the 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.

### **Medication/Illness/Immunization**

#### 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:

- An illness that prevents the child from comfortably participating in facility activities.
- A temperature of 100.0 degrees or higher in the past 24 hours.
- Vomiting or diarrhea in the past 24 hours.
- Eye irritation accompanied by drainage or crusting.
- Signs or symptoms of possible illness.
- Diagnosis of a communicable disease (i.e. pink eye, ringworm, fifth disease, etc).
- Lice. Students must have a doctor's note upon reentry.
- A positive test for Covid-19 within the past 5 days. A negative test will be necessary before being allowed to return to class.

#### Immunization

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

### **Emergencies**

Each child must have two emergency contacts with telephone numbers in the event of sickness or injury. It is the responsibility of the parents to make sure that those people listed as emergency contacts understand their responsibilities. It is also the parent's responsibility 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, an incident report will be completed and kept on file at the church, and the parent will be notified and given a copy of the report when picking up the child.

## **Curriculum**

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 child's learning level.

## **Holidays, Breaks and Weather**

Generally, if Mid-Del Schools are closed for weather-related reasons, Little Sprouts will be closed too. 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.

## **Toilet Training**

Toilet training is an important part of early childhood education. Our staff is prepared to work with the parents when the child is ready to begin potty training in the toddler and 2s age group. 3s 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. We know that accidents can happen to anyone, so please bring a change of clothes for your child, including underwear. Those attending our Pre-K (4s) class must be fully potty trained to attend.

## **Positive Guidance/Discipline**

Proper behavior will be taught through positive reinforcement and example. Children will be taught respect for others. Effective classroom management and appropriate behavior are critical to an environment where 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.

Little Sprouts reserves the right to dismiss a child whose behavior or actions interfere with the learning and/or safety of the other children. Parents will be notified of problems existing in the classroom, and a conference will be held with the parents, teachers and director to resolve the issues. If in the judgment of the teacher, no significant improvement is made after a set deadline, the child will be dismissed from the program. Parents are liable and responsible for damage and/or injury to property or other people while their child is at Little Sprouts.

## **Snacks**

Snacks are provided once per day for all children. We ask parents to sign-up to bring snacks for the class monthly. There will be a sign-up at each classroom, or the teacher will assign specific days for you to bring snacks. Parents may provide snacks for birthday celebrations. Please talk with your child's teacher about what

would be appropriate for your child's age. If there are allergies in your child's class, you will be informed of the allergy so that you can provide allergy-friendly snacks for everyone.

### **Lunch**

Parents should 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 himself. We are unable to serve lunches that need to be heated or refrigerated. We encourage nutritious lunches such as sandwiches, fruits and vegetables, cheeses, yogurts, etc. We discourage candy and caffeinated drinks as lunch items. **Do not bring food that must be heated or refrigerated.**

### **Rest Time**

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.

### **Security**

Each day you will search your child's name to check them in. Once checked in, two labels will print. The child's label is the one with the child's name, etc. The guardian receipt label will have the security code on the label. If someone other than the person checking the child in will be picking up your child, leave the security slip with the director. When that person arrives, please have them report to the director to show identification. Anyone picking up your child must be listed as an authorized adult on file and may be asked to show identification.

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

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.

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

Please **label everything** that belongs to your child. This includes diaper bags, bottles, pacifiers, changes of clothes, coats, all parts of 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 are 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. Socks and shoes must be worn. All children need to have a complete change of clothing (including socks) in their backpacks each day.

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**Detach this Parent Handbook section and keep it for your records.**

The following page must also be detached, signed, and turned in to the Little Sprouts Director.

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# Little Sprouts Parents Handbook Agreement

*Please remove this page and turn in the signed and completed copy as part of the enrollment process.*

- ☐ I have received a copy of the 2024-2025 Parent's Handbook. I have read and understand the policies and guidelines as described in the handbook and I agree to abide by them.
- ☐ I understand that, once enrolled, monthly tuition must be paid regardless of whether my child is present unless 2 weeks' notice of withdrawal is given.
- ☐ I understand that if I am late picking up my child, there will be a late fee, due within 24 hours.
- ☐ I understand that monthly tuition must be paid the 1<sup>st</sup> week of each month. If that payment is not made by the 10<sup>th</sup> of the month, a late fee will be added to the monthly tuition.

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Parent's Signature

Print Name

Today's Date