

Pre-K & FREE VPK
2026-2027
Registration Information



Jesus said,
"Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."
Matthew 19:14

Preschool Director ~ Sandi Pickard
Email: PRESCHOOL@MIAMILAKESUMC.NET
Miami Lakes United Methodist Preschool
14800 NW 67 Avenue, Miami Lakes, FL 33014
305-821-7274
DCF License No. : C11MD0702



Welcome

We're pleased that you're considering being a part of our school family this coming 2026-2027 school year.

We're looking forward to a fresh start and praying for God's guidance and wisdom.

If you are new to us, and have not yet visited our classrooms,
please contact me to set up an appointment so we can meet.

If you are returning to us, welcome back!

Thank you for entrusting us with your child.

August 13, 2026 (Thursday) is our First Day of School

We are pleased to offer both VPK and School Readiness Funding Programs.

Visit <https://familyservices.floridaearlylearning.com/> for more details.

-
- You'll find the registration forms at the end of this packet, along with a link to our online registration form.
 - Please be sure to email all required documents, including your child's health forms (required) & VPK Certificate of Eligibility (if applicable).
 - If submitting the registration form via email, make sure to review, initial, and sign the Financial & School Policy Agreement form located at the end of this packet.
-

A non-refundable \$180.00 registration fee is due to secure your child's enrollment up to the first day of school.

We're looking forward to an exciting year with you and your family.

If you have any questions, please contact me.

In Christ's Love,
Ms. Sandi Pickard
Preschool Director

PRESCHOOL@MIAMILAKESUMC.NET

305-821-7274



Table of Contents

Cover & Welcome ~~~~~1 & 3

Table of Contents ~~~~~4

Mission Statement ~~~~~5

Curriculum & Daily schedule ~~~~~6

General Information ~~~~~7 & 8

2yr. & 3 yr. old Program Hours, Registration Fee, Brightwheel App ~~~~~9

VPK Program Hours, Registration Fee, Brightwheel App ~~~~~10

Frequently Asked Questions ~~~~~11 & 12

Discipline Policy ~~~~~13

Attendance Policy ~~~~~14

Know Your Child Care Center ~~~~~15

Rilya Wilson Act Information Sheet ~~~~~16

Registration Form & Agreement Form ~~~~~18-25



Mission Statement

We are a Christian pre-school offering to our families a joyful and purposeful experience away from home. We endeavor to help each child develop spiritually, express his/her individuality, respect the rights of others, and function well in the physical and social world in which he/she lives. We provide opportunities for independent growth, friendships, and group relationships to prosper. Our daily activities aim to provide meaningful, educational experiences, through which each child can explore, think, and apply existing knowledge and develop new skills. Through prayer, we strive to model the love of Christ and treat each person as a child of God. Our hope for our children is that they will grow to be caring and confident young people who are eager to learn.

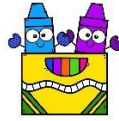
Jesus said, "Let the little children come to me,
and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

In Christ's Love,
Ms. Sandi Pickard
Preschool Director

Curriculum

Our daily and weekly lessons and activities are guided by The Creative Curriculum. Age-appropriate active lessons are offered in the areas of science, music, math, home-living, art, building, and more. All these activities are designed to build a foundation for understanding how we live, learn, and function in the world that God created for us. Thematic Centers are set up in each of our classrooms where daily fun and learning take place.



Sample Daily Schedule

Pre-K & VPK Classes	
7:30 - 9:00	Arrival / Morning Activities
9:00 - 9:25	Morning Circle Time
9:25- 10:25	Learning Center
10:30 - 11:00	Snack
11:00 - 11:35	Outdoor Time
11:35 - 12:15	Small Group Time/Transition to Lunch
12:15- 1:00	Lunch

Extended Day Activities for All Students	
1:00 - 1:30	Bathroom / Transition to Extended Day
1:30 - 3:30	Outdoor / Indoor Time
3:30 - 3:45	Bathroom / Clean Up
3:45 - 4:00	Afternoon Snack
4:00 - 5:00	Enrichment Activities
5:00 - 6:30	Free Play

General Information

Full Program Operating Hours

7:30am - 6:30pm

Arrival

Students can arrive as early as 7:30. All students must arrive no later than 9:00am.

Arriving on time allows for a smooth transition to the start of the school day for your child and eliminates disruptions for the students and teachers once morning activities/lessons begin.

Pick-Up Time

VPK students have the option to be picked up at 12:00.

All students have the option to be picked up at 1:00, 1:00-3:30, 3:30-6:30

Our day ends at 6:30

Drop-Off & Pick-Up Location

Drop-off and Pick-up will be at the White Gate at the north entrance to our classrooms.

Potty Trained

All children must be potty trained prior to starting school with us.

Snack

Bring a snack each day for your child. No choke-able food items. Make sure snack is clearly labeled as "SNACK".

Lunch

Lunch begins at 12:15. Children staying for lunch need to bring their own lunch. Lunch items need to be self-contained with either ice cooling packs to keep foods and drinks cold or an insulated container to keep items warm. We are not permitted to use the microwave to warm or cook food nor is there room in the church refrigerator for all the children's lunch boxes.

Water Bottle

Students must bring a water bottle with a flip-up straw. Make sure to label water bottle with your child's name. Do not fill water bottles with any liquid other than water.

Nut Allergies

Due to Nut Allergies, Please **Do Not Bring** Food Items to School That Contain Nut Products. This can include peanut butter, Nutella (contains hazelnuts), other tree nuts, etc.

Our students eat snack and lunch together in the classrooms. Since our children are in close contact with each other during these times of the day, exposure or accidental consumption of nut food items could be dangerous and potentially fatal. Please be mindful of store-packaged lunches/snacks, i.e. Lunchables, etc., that may contain nut food items.

Enrichment Programming - Tykes Soccer

Tykes Soccer is a soccer program that integrates fun stories into the learning of basic soccer skills. This is an optional program, lasting approximately 30 minutes and is offered at 12:00 noon once a week. Inquire for more information if interested in having your child participate.

Photo Media Pages

We endeavor to keep you connected with the events and activities your child will be participating in here at MLUMP HOPE KIDS School. In doing so, we occasionally share fun details, photos, and videos of our school children on our church and school media pages.

School Uniforms

School t-shirts are to be worn each day.

Cost per shirt is \$10.00. Our school shirts come in two colors. Blue and Maroon.

Please make sure to purchase at least one BLUE shirt as this is the color shirt that will be worn for special school activities.

Make sure to indicate how many shirts you wish to purchase on the form included with the registration forms.

Children are required to wear closed-toed sneakers for the safety of the child.

Shorts, pant, skirts, or skorts of any color are acceptable.

Please wear clothing that is simple for your child to manipulate. Please, no belts.

Preferred pants are those with elastic waistbands.

Shorts, leggings, or other pants are to be worn underneath skirts.

Early Release Days

Early Release Days will be scheduled periodically throughout the school year to allow for staff professional development. These dates will be reflected on the school calendar with dismissal taking place at 1:00 PM.

Health Forms

In Accordance with The Fl. Dept. Of Children & Families Guideline Regulations, All Students Are Required to Obtain & Keep Current State of Florida Certified Health Forms.

These forms include:

Physical Examination (Form 3040) and Immunization Record (Form 680 or 681) and can be obtained through the child's pediatrician office or the County Health Department.

If these forms are not provided to the school within 30 days of enrollment or are not kept current once the expiration date has passed, the student will not be allowed to remain in the school until updated forms are provided.

Some students in our school have acquired the Exemption Notice based on medical or religious reasons. If your child is exempt from receiving certain immunizations, an Exemption Notice must be obtained from the County Health Department.

Family Service Hours

The family of each student is asked to provide a **minimum of 15 hours** of service to Miami Lakes United Methodist Church during one or more of our church-led ministry activities during the school year, including our Pumpkin Patch, November Turkey Drive, Spring Fling, etc.

Part of our church and school mission is to provide a ministry to you, your child, and the community. We want foremost to honor God in what we do. Throughout the year, our church and school will partner together to reach out to our families and community through various outreach missions/activities like those listed above. We need the help of many individuals to make this happen.

That's where you come in. We are asking for you to give a minimum of 15 hours of your time throughout the school year to help in these endeavors. With your assistance, we can make a difference in the lives of many individuals.

As you provide your service to us, you are setting an example for your child. Some of these opportunities will allow your child to be involved. Bring them along and teach them the importance and significance in serving and helping others.

As much as we wish for you to serve with your time, as this reaps so many benefits, we understand that you may be unable to give all 15 hours. In lieu of any un-served hours, a monetary contribution of \$10 per hour will be accepted in its place. VPK 3-hour/day-only students are not required to make a monetary contribution due to VPK guidelines.



Aftercare Kids Program for Kindergarteners

If you have a child in kindergarten, consider having them join our Aftercare Kids Program from 2pm-6:30pm. We offer part-week and full-week options. Flexibility allows you to choose the weeks and days you would like your child to participate. Kids will enjoy outdoor & indoor play, homework help, & snack time. Contact the School Director for more details.

2 yr. & 3 yr. old Class

Program Hours, Registration Fee, Brightwheel App

Full Program Hours

7:30am - 6:30pm

Flexible Pick-Up Times

1:00pm, 1:00pm-3:30pm, 3:30pm-6:30pm

Registration Fee

\$180

Due upon registration and will secure your child's enrollment up to the first day of school.

Monthly Tuition:

Tuition fees are based on pick-up schedule and are due by the 1st of each month.

Your pick-up schedule determines your monthly tuition payment.

All payments are made through the Brightwheel App.

All Fees Are Non-Refundable

Sibling Discount – applies to siblings living in the same household

Full tuition is applied to the higher paid tuition rate student. A 10% tuition discount is applied to each additional sibling enrolled.

The full registration fee is applied to one sibling, and a \$75 registration fee is applied to each additional sibling enrolled.

Late Pick-Up Fee after 6:30pm

\$25/1st 10 minutes, or any part thereof. \$20/10 minute interval, thereafter.

School Readiness Funding

Visit the Early Learning Coalition website: <https://familyservices.floridaearlylearning.com/> Click "School Readiness"



Brightwheel App

Our school uses the Brightwheel app.

Download the App for anyone who will be a regular drop-off/pick-up person.

Once you submit your registration form, you will receive an invite email with an invitation code that you will enter in the app.

This will give you access to your child's account, and you will be able to set up your billing information.

You will make all payments through the app and will have the ability to check your child in and out each day.

Brightwheel charges the following processing fees: Credit card fee: 2.95% ~ ACH Fee: 0.6%, \$0.25min, \$2 max.

VPK Tuition Information

Program Hours, Registration Fee, Brightwheel App

Full Program Hours

7:30am - 6:30pm

VPK Program Hours

9:00am - 12:00pm (free 15-minute arrival beginning at 8:45am)

Flexible Drop-Off / Pick-Up Times

7:30am-9:00am / 12:00, 1:00pm, 1:00pm-3:30pm, 3:30pm-6:30pm

All fees are non-refundable

Registration Fee

\$180 - Due upon registration and secures your child's space up to the first day of school.

No Registration Fee for VPK students attending 9:00am-12:00pm only

Monthly Tuition Payments

Arrival & pick-up schedule determines your monthly tuition payment.

Monthly tuition fees are due by the 1st of each month (if applicable).

All payments are made through the Brightwheel App.

Sibling Discount - applies to siblings living in the same household

Full tuition is applied to the higher paid tuition rate student. A 10% tuition discount is applied to each additional sibling enrolled.

The full registration fee is applied to one sibling, and a \$75 registration fee is applied to each additional sibling currently enrolled.

Late Pick-Up Fee after 6:30pm

\$25/1st 10 minutes, or any part thereof. \$20/10 minute interval, thereafter.

VPK Certificate / School Readiness Funding

Visit the Early Learning Coalition website: <https://familyservices.floridaearlylearning.com/> Click "VPK" or "School Readiness"

A VPK Certificate is required to enroll in our VPK program.



Brightwheel App

Our school uses the Brightwheel app.

Download the App for anyone who will be a regular drop-off/pick-up person.

Once you submit your registration form, you will receive an invite email with an invitation code used to enter in the app.

This will give you access to your child's account. Make sure to upload your billing information.

You will make all payments through the app and will have the ability to check your child in and out each day.

Brightwheel charges the following processing fees: Credit card fee: 2.95% ~ ACH Fee: 0.6%, \$0.25min, \$2 max.

**Miami Lakes United Methodist Preschool
Frequently Asked Questions**

Q: How old is the school?

A: Our church held its first preschool class in the fall of 1970.

Q: How old are the children?

A: 2 years-old -- On or Before September 1st

3 years-old -- On or Before September 1st

4 years-old -- On or Before September 1st

All Children Must Be Potty Trained Prior to Starting School.

Q: Is the school licensed?

A: Yes, the Pre-School is licensed by the Florida Dept. of Children & Families and is subject to their regulations and inspections.

Q: How many children are enrolled?

A: We have a licensed capacity of 105 students.

Q: What is the student / teacher ratio?

A: 2- & 3-year-old classes 11 children: 1 teacher

4-year-old classes 11 children: 1 teacher

Q: Who are the teachers?

A: Our school staff are chosen for their dedication, warmth, knowledge, and love for children. Our teachers have the 45-hour Child Care Training Certification, Staff Credential, Child Development Associate (CDA/CDAE), and other State required professional certifications. Each year, they acquire and often exceed the number of continuing education in-service hours required through the Florida Dept. of Children & Families.

Q: What other certifications and requirements must the teachers have?

A: The teachers have current CPR and First Aid training. All our staff are mandated reporters of any suspected child abuse and/or neglect.

Q: Are Christian values and teachings from the Bible modeled and taught to the children?

A: Yes. Our staff model and encourage the children to treat and love each other as a child of God. The children engage in hands-on activities and enjoy short Bible story videos. Through singing and dancing, we learn both classic and contemporary praise songs. The children pray before snack & lunch each day. The children meet with the Pastor or other Pastoral leaders of the church once a week where Bible stories and God's Love are shared.

Q: Do the children eat snack & lunch at school?

A Yes. Each student will enjoy snack and lunch with their classmates in their classrooms. Please bring your child's lunch and snack to school each day. Our lunch hour is optional for our VPK students.

Q: Do you offer the Voluntary Pre-Kindergarten (VPK) program and accept the School Readiness funding program?

A: Yes. Visit <https://familyservices.floridaearlylearning.com/> for more information.

Q: May I visit the school?

A: Absolutely! Contact the Director to schedule a visit.

Q: What do children learn at school?

A: Our daily and weekly lessons and activities are guided by The Creative Curriculum. Age-appropriate active lessons are offered in the areas of science, music, math, home living, art, building, and more. All these activities are designed to build a foundation for understanding how we live, learn, and function in the world that God created for us. Thematic Centers are set up in each of our classrooms where daily fun and learning take place. Our daily lessons encourage physical health, social and emotional development, language and communication development, promotion of literacy, cognitive development, general knowledge, and gross and fine motor development.

Q: What special programs and activities are there?

A: Many. Some of these include Holiday Celebrations, Thematic Days, Church-School Events, and more.

Q: Do you have an "Open House"?

A: Yes. We have an Open House scheduled for families not yet registered to come and visit our school. We also have a "Meet & Greet" before the first day of school for families already enrolled. Families interested in enrolling are welcome to tour our facility. Contact the preschool office to make touring arrangements.

Q: What about parent/teacher conferences?

A: We are pleased to meet with you to talk about your child's progress in school. Contact your child's teacher and/or the School Director to schedule a meeting.

Q: What about the fees?

A: A non-refundable registration fee is required, as is monthly tuition, when applicable. All fees are non-refundable.

Q: Why should I choose this Preschool for my child?

A: The Miami Lakes United Methodist Church Preschool features a Christ-centered teaching program with small classes, outstanding teachers, and an excellent preschool program. We are eager to help your child learn and grow and endeavor to contribute to the Christian nurturing of the family.



The Department of Children & Families requires us to provide you with information about the following items:

HOPE Kids School Discipline Policy,
HOPE Kids School Attendance Policy
Know Your Child Care Facility,
Rilya Wilson Act

Please read these documents and mark your initials along with your signature on the Financial / School Policy Agreement Form found at the end of this packet indicating that you have received this information.

DISCIPLINE POLICY

Discipline is necessary for all of us to live in the world together. The ultimate discipline is that which comes from within and does not depend on an external reward or punishment to ensure doing the right thing.

An important part of our teaching task involves helping children develop inner discipline. We will strive to offer a consistent, well-balanced daily routine, which will provide a sense of security for children, reduce stress on them, and contribute to positive behavior. We will provide reasonable rules, and logical consequences for breaking those rules, and be willing to give more responsibility to the children as they are able to assume it. We use positive techniques of guidance, including redirection, positive reinforcement, encouragement, and anticipation of and elimination of potential problems.

We do not spank children, nor do we remove food, toileting, or extended play time as forms of discipline.

In the event a child's behavior is consistently unacceptable and the child has not responded positively to the teacher's efforts to improve the behavior, a conference with parents will be necessary to ascertain the next most appropriate steps to be taken.

Time away from the rest of the children is used to assist a child in cooling off when he/she has lost control of his/her behavior and is utilized only after other techniques have proven ineffective in managing or changing behavior. The time apart is not to be a humiliating experience. It may involve a walk outside along the enclosed walkway with the teacher or Director. When the child has calmed down and regained control of his/her behavior, he/she can return to the classroom. We understand that sometimes a child won't be able to talk about or explain their misbehavior for a long time. Learning to express emotions verbally and honestly is a normal part of development.

Miami Lakes United Methodist Preschool

ATTENDANCE POLICY

2026-2027

Consistent attendance in school is important to the continual learning and development of skills that are fundamental to the growth of your child.

Our full hours of operation run from 7:30am-6:30pm.

Pre-K 2 & 3 yr. old morning program is 9:00am-1:00pm.

VPK program is 9:00am-12:00pm.

Extended Day pick-up options are available to all students.

A school year calendar is provided to all families prior to the school year.

Upon arrival and pick-up, parents **MUST** sign/check their child In and Out via the Brightwheel App or in the designated folder EACH day their child is in attendance. Full signatures are required. No Initials.

Attendance is kept daily by each of our teachers.

Parents of VPK students **MUST** verify their child's attendance at the end of each month by signing the bottom of the VPK Attendance Form.

There are no make-up days, credits, or refunds that will be extended for absences for any reason due to the part of the family/student. Full monthly tuition (if applicable) is due regardless of your child's absence.

Communication is critical. You **MUST** communicate any absences, especially long-term absences, to the Director with as much advance notice as possible. Our ultimate goal is to allow all children registered in our school to maintain enrollment throughout the school year while excusing typical absences.

However, even with prior communication and depending on the extenuating circumstances, if your child is consistently absent from school due to any reason and/or tuition payment obligations are not being met, either from the student's family or external agencies, your child may be withdrawn from the school. Keep in mind that if a VPK child accumulates absences of 20% or more of the total VPK hours per month, our school will not be reimbursed by the state for your child's absences.

In addition, part of our mission is to provide an environment that is safe for all our children and conducive for them to learn and have fun. With that in mind, we have in place developmentally appropriate practices and consequences to redirect and help correct a child's misbehavior. If a child's behavior becomes aggressive and violent and if our efforts, including conferences with parents and, if applicable, other specialists, to alter the behavior are not successful, your child may be asked to leave the school.

If you voluntarily withdraw your child from our school, please let the Director know with as much advance notice as possible. A Withdrawal Form will need to be completed and signed by the child's legal guardian.

If you voluntarily withdraw your child from the school or extenuating circumstances lead to your child being asked to leave, you understand that you will not receive a refund for any payments, i.e. tuition, registration, etc., that have already been made.

In Christ's Love,
Ms. Sandi Pickard
Preschool Director
Miami Lakes United Methodist Preschool
HOPE Kids School

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE ****

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE ****



2 Ways to Register



Click on the link below or copy and paste into your browser to complete the online registration forms.
<https://form.jotform.com/260491443397160>

OR



Print out & complete the registration forms attached.

Follow the steps below to ensure your child's enrollment into our school.

- Step # 1 - Email or bring the completed forms to the school office. (PRESCHOOL@MIAMILAKESUMC.NET)
Make sure to read, initial/check mark where indicated, sign, and date the Financial/School Policy Agreement form found on the last page of this packet.
- Step # 2 - Please download the Brightwheel App for anyone who will be a regular drop-off/pick-up person. Within two to four days of receipt of your completed registration forms, you will receive an invitation email with an access code that you will enter in the Brightwheel App. This will give you access to your child's account, and you will be able to set up your billing information.
- Step # 3 - You will receive an invoice for the \$180.00 registration fee (if applicable) via the Brightwheel App. Make sure to make this payment through the Brightwheel App by the due date to secure your child's spot in our school. For VPK families opting for the three-hour program only, no registration fee is due. You will receive notification from the School Director confirming your child's enrollment in our school.
- Please remember to email your child's health records and if applicable, the VPK Certificate of Enrollment.



Miami Lakes United Methodist Preschool
Registration Form ~ 2026-2027

STUDENT INFORMATION:

Full Name _____ Nickname _____

Date of Birth _____ Sex _____ Religion _____

Home Address _____
Street Apt. No. City Zip

Ethnicity: _____ Hispanic/Latin Origin _____ Not Hispanic/Latin Origin
Race: _____ American Indian or Alaska Native _____ Asian _____ Black or African American
_____ Native Hawaiian or Other Pacific Islander _____ White

CLASS SELECTION:

- 2-year-old class 3-year-old VPK class
3 days 5 days mandatory
5 days

ENROLLMENT HOURS: (Select a DROP-OFF and PICK-UP TIME)

2-year & 3-year-old classes

VPK Class

Drop-off Time

Pick-up Time

Drop-off Time

Pick-up Time

7:30am - 8:00am

1:00pm

7:30am - 8:00am

12:00pm

8:00am - 9:00am

1:00pm - 3:30pm

8:00am - 8:45am

1:00pm

3:30pm - 6:30pm

8:45am - 9:00am

1:00pm - 3:30pm

3:30pm - 6:30pm

SCHOOL UNIFORM: (Indicate Color and Quantity)

Royal Blue: (qty) _____ X-Small

Royal Blue: (qty) _____ Small

Royal Blue: (qty) _____ Medium

Maroon: (qty) _____ X-Small

Maroon: (qty) _____ Small

Maroon: (qty) _____ Medium

Office Use Only:

Date _____ SR _____ Reg. Fee _____ \$/Ck/App _____

Start date _____ End date _____ Tuition _____

FAMILY INFORMATION:

Student Name: _____

Mother's Name (Guardian) _____ **Cell Phone** _____

Home Address _____

Occupation / Employer _____ **Work Phone** _____

Email (Please Print Clearly) _____

Father's Name (Guardian) _____ **Cell Phone** _____

Home Address _____

Occupation / Employer _____ **Work Phone** _____

Email (Please Print Clearly) _____

Parent's Marital Status: Married Single Separated Divorced

Custody of Child: Mother Father Both Other

Child Lives With: (mother, father, grandparents, siblings (ages)): _____

Other Email Recipients (Optional):

Provide the name and email of someone else who should receive general school communications (e.g., grandparents responsible for drop-off/pick-up). This contact will receive only non-personal, non-financial information such as event updates and reminders.

Name _____ relation to student _____

Email (Please Print Clearly) _____

EMERGENCY CONTACTS

Your child will be released only to the custodial parent(s) or legal guardian(s) and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident, or emergency if for some reason the custodial parent(s) or legal guardian(s) cannot be reached.

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

Name _____ Relationship _____ Telephone _____

I grant permission for the individuals listed above and any names added by me to this list to remove my child from the school facility for authorized reasons given by me or in case of illness, accident, or emergency if for some reason the custodial parent or legal guardian cannot be reached.

Signature of Parent/Guardian _____

Date _____

MEDICAL INFORMATION

Student Name: _____

My child is ALLERGIC to (food & environmental): _____

My child is ALLERGIC to the following MEDICATIONS: _____

My child has the following MEDICAL CONCERNS: _____

Name of Child's Physician: _____ Telephone _____

Emergency Care Plan Instruction (if applicable) _____

In case of a medical emergency, I hereby grant permission for the Miami Lakes United Methodist Church and Preschool to contact the child's physician or other emergency and non-emergency medical personnel to assess the condition of my child and render medical assistance and treatment as determined necessary by such medical personnel and health care providers. I understand that if medical personnel are contacted, then I will also be contacted. If I am unable to be reached, then other authorized emergency contact individuals listed in this registration form will be contacted. It is understood that this authorization is given in advance of any specific diagnosis, or treatment being rendered. I assume all financial responsibility for all diagnosis, treatment, ambulance transportation, and care provided by the physician, surgeon, dentist, hospital, and or ambulance service.

Signature of Parent/Guardian _____

Date _____

PERSONAL INFORMATION TO HELP US KNOW MORE ABOUT YOU AND YOUR CHILD

Child's brothers and sisters and ages _____

Does your child have playmates? Ages? _____

What are your child's favorite toys and books? _____

What do you want your child to gain from this year in school? _____

Name of school your child last attended _____

Is there any other information about your child you would like us to know? _____

Special parent/family interests and skills you might be able to share with our pre-school children _____

How did you hear about our pre-school? _____

Are you presently attending a church? If yes what church? If no, please consider visiting our church on Sunday mornings.

MLUMC Preschool Registration ~ 2026-2027 ~ Financial/School Policy Agreement Form

Please read and initial/check mark each item below and sign at the bottom of this form.

_____ **Registration Fee:** I understand that a non-refundable \$180.00 registration fee is required upon enrollment. (Excludes VPK students 9am – 12:00pm) This fee guarantees my child’s enrollment up to the first day of school. If, however, my child does not attend the school program at the beginning of the school year or at the agreed start date, due to not being potty trained or for any other reason, my child’s enrollment is no longer guaranteed.

_____ **Payment of Tuition:** I understand that school tuition is based on a yearly amount and is divided into ten equal payments, August - May. Monthly tuition is due by the 1st of each month. The first tuition payment is due August 1st and includes the teachers’ preparation, professional development, and planning time prior to the first day of school. I understand that I am responsible for any fees not covered by VPK or School Readiness.

_____ **Other Fees:** I agree to pay fees incurred due to late tuition payment, returned checks, and late pick up.

_____ **Family Service Hours:** I agree that my family will provide a minimum of 15 hours of service or contribute \$10 per service-hour by the end of the school year. VPK 3-hour/day-only students are not required to make a monetary contribution.

_____ **Health Forms:** I agree to provide and maintain current health records as required by the Florida Department of Children and Families.

_____ **Absences, Vacation, Illnesses:** I understand that no make-up days, credits, or refunds will be extended for absences, vacations, and/or illnesses due to the part of the family/student. Full monthly tuition is due regardless of my child’s absence.

_____ **Emergency Contact/Medical Information** I have read and signed the authorization agreements listed in the Medical Information and Emergency Contact sections in this Registration form.

_____ **VPK CLASS Observation and Assessment:** I understand that once each school year our VPK classes participate in an CLASS (Class Assessment Scoring System) observation through the Early Learning Coalition, to ensure the program meets state standards for high-quality early learning. Our VPK students are also assessed 3 times each year for growth and proficiency in literacy and numeracy skill areas.

_____ **Potty-Trained:** All children must be potty-trained prior to starting school with us.

_____ **Photography Consent for Social Media:** I consent to have any photographs/videos taken of my child to be used in our church or preschool’s social media accounts, marketing, and announcements. **DO NOT CHECK THIS ITEM IF YOU DO NOT CONSENT TO HAVING PHOTOGRAPHS/VIDEOS TAKEN OF YOUR CHILD TO BE USED IN OUR CHURCH OR PRESCHOOL’S SOCIAL MEDIA ACCOUNTS, MARKETING, AND ANNOUNCEMENTS.**

Consent and Release Form

I, the undersigned, as parent and/or legal guardian of **(enter child’s name)** _____ (hereinafter referred to as “my child”), hereby consent to my child participating in any and all activities at Miami Lakes United Methodist Preschool (the “Preschool”) and assume all risks on behalf of my child associated with said activities. I hereby certify that my child is mentally, emotionally, and physically able and capable of participating in all Preschool activities.

I hereby agree that the Preschool shall be completely absolved, released, indemnified, and held harmless from any and all liability arising from or associated with any injury, death, obligation, liability, indebtedness, or other matter(s) of whatsoever kind concerning or otherwise involving my child’s participation in Preschool activities and/or any medical services arising therefrom. I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the State of Florida, and that if any portion hereof is held to be invalid, it is agreed that the balance and all remaining terms shall, notwithstanding, continue to be in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not merely a recital.

I HAVE CAREFULLY READ THE FOREGOING RELEASE, WAIVER, AND INDEMNITY, KNOW THE CONTENTS THEREOF, AND I HEREBY SIGN THIS RELEASE, WAIVER, AND INDEMNITY OF MY VOLITION. I have been given an opportunity to discuss and review this document with an attorney of my choice, fully understand the contents contained herein, and, thus, this document shall not be construed against the drafter hereof, or any parties hereto. This is a legally binding agreement which I have read and understand.

Florida Department of Children and Families requires the following. Please read and initial/check mark each statement.

_____ Section 65C-22.006(2)(a),(b),(c),(d), F.A.C., requires a current physical examination record (Form 3040) and an immunization record (Form 680 or 681) to be kept on file at the school.

_____ DCF requires that parents receive the “Know Your Childcare Facility” brochure; a copy of our school’s Disciplinary Practices; our Attendance Policy, & the Rilya Wilson Act flier.

By signing below, you confirm that all information on this registration form is complete & accurate, you have read the items listed above and will abide by the details stated in this Agreement Form.

Signature of Parent/Guardian _____ **Date** _____

Child’s Name _____