

# Lutz Pre-Prep SUMMER CAMP!

Offering camps to students ages 3-5 years old.

Camp will be from 8:30am-2:45pm

\$35 non-refundable registration fee per child

Lutz Pre-Prep will be offering theme-based camps for the 2025 summer.

Please see the table below with details about the weekly themes.

For Summer Camp questions or to submit your camp paperwork email [chelsey.stepanchak@lutzprep.org](mailto:chelsey.stepanchak@lutzprep.org)

\$160/week for 3-day camp (Tuesday, Wednesday, Thursday)

\$180/week for 4-day camp (**Week 8 only**)

\$200/week for 5-day camp (Monday-Friday)

Morning Care will be provided from 7:30am-8:30am at a rate of \$5/day or \$20/week

Aftercare will be provided from 2:45pm-6:00pm at a rate of \$18/day or \$72/week.

**You will receive an invoice for your registration fee and first week of camp upon submission of your registration packet.**

All June camps must be paid in full by **Friday, May 23rd**. All July camps must be paid in full by **Friday, June 20th**.

Enrollment for your camp week will not be guaranteed in the event that the camp is not paid in full by the due date.

Camp refunds will only be granted to those who cancel in writing to [chelsey.stepanchak@lutzprep.org](mailto:chelsey.stepanchak@lutzprep.org) at least 7 days in advance of the camp start date.

Week	Dates:	Theme:
1	June 2- June 6	<b>Camping:</b> Come join us for a week of campfire songs, s'mores crafts, and games!
2	June 9 - June 13	<b>Book &amp; Cook:</b> Students will be pairing some favorite books with fun and tasty recipes. Our little chefs will be following directions and engaging in a variety of hands-on cooking activities. They will be stirring, measuring, and mixing up many tasty and creative treats!
3	June 16 - June 20	<b>Space:</b> Put on your space suit and grab your rocket ship. The children will explore space through art and both fiction and non-fiction literature.
4	June 23 - June 27	<b>Little Scientists:</b> Fizz, Bubble, and Pop! Your little scientists will make predictions and discoveries by engaging in a variety of hands-on experiments.
	<b>July 1 – July 5</b>	<b>CLOSED</b>
5	July 7 - July 11	<b>Creative Arts:</b> Children will enhance their creative arts skills while having fun and expressing themselves through art, dancing, singing, etc.
6	July 14 - July 18	<b>Around the World:</b> Students will learn and experience traditions and celebrations found in cultures around the world. Activities will include songs, crafts, games, and more!
7	July 21 - July 25	<b>Crafty Readers:</b> Everyone enjoys a great book! Pair this with a fun, creative craft and your child is bound to have a week full of fun!
8	July 28 - July 31 <b>(Monday-Thursday)</b>	<b>Anything Goes:</b> Students will do a little bit of everything this week! They will participate in games, science, art, and more! <b>(This is a 4-day week!)</b>

## STUDENT CHECKLIST:

- Current Physical/Immunization Records
- Copy of Birth Certificate
- Completed Emergency Card

- (2) Peanut-Free Snacks
- Water Bottle w/ First & Last Name
- Lunch
- Backpack w/ Change of Clothes

**\*KEEP THIS PAGE FOR YOUR REFERENCE\***

# Lutz Pre-Prep

## Emergency Information and Authorization for Student Release Card

Name of Student: _____	
Date of Birth: _____ Sex: _____ Allergies: _____	
Address: _____ City: _____ Zip: _____	
Parent 1 Name:	Parent 2 Name:
Employer:	Employer:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:
Person(s) to contact/release child to if parent cannot be reached:	Person(s) to contact/release child to if parent cannot be reached:
Name:	Name:
Phone:	Phone:
Medical Information	
Hospital Preference:	Physician's Name & Number:
Health Problems/Allergies:	Current Medication:

Week	Dates	Theme	Morning Care	3-Day	5-Day	After Care
1	June 2 - June 6	Camping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	June 9 - June 13	Book & Cook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	June 16 - June 20	Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	June 23 - June 27	Little Scientists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	July 1 - July 5	CLOSED				
5	July 7 - July 11	Creative Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	July 14 - July 18	Around the World	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	July 21 - July 25	Crafty Readers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	July 28 - July 31	Anything Goes!	<input type="checkbox"/>	N/A	<input type="checkbox"/> (4-day)	<input type="checkbox"/>



**Age Requirement**

Parent's Initials \_\_\_\_\_

I understand that my child may not attend school at Lutz Pre-Prep until his/her 3<sup>rd</sup> birthday.

**Toilet Trained**

Parent's Initials \_\_\_\_\_

I understand that all children who attend Lutz Pre-Prep must be fully toilet trained. No pull ups. Failure to meet this requirement will be cause for termination of enrollment. I am aware that Lutz Pre-Prep does not have diaper stations or bathing facilities. In the interest of maintaining sanitary conditions, if my child has an accident, I may be contacted by Lutz Pre-Prep to promptly pick up my child.

**Health Forms**

Parent's Initials \_\_\_\_\_

I understand that I am required to submit current physical examination forms and immunization records by my child's 1<sup>st</sup> day of school. I also understand that I am required to submit updated current physical examination forms and immunization records by the expiration date. I understand my student may not attend school until all health records have been received and/or are current.

**Snack Plan**

Parent's Initials \_\_\_\_\_

Parents agree to provide 2 nutritious snacks and a lunch for their child(ren) according to the USDA guidelines. Snacks and lunch need to be in a bag/lunchbox with the child's name clearly printed on it. Parents are responsible for ALL snacks/lunch for their child(ren). A snack will be provided for children enrolled in the aftercare program. **Candy and sodas are not permitted.**

**Consent for Use of Photographs**

Parent's Initials \_\_\_\_\_

I hereby authorize and give full consent to Lutz Pre-Prep staff, teachers and assistants to photograph my child(ren) during classroom activities and school events. I authorize and give full consent to Lutz Pre-Prep to publish and/or print my child's photograph. Photos may be used in bulletin boards, newsletters, websites, flyers and other materials used to promote our school.

**Dress Code**

Parent's Initials \_\_\_\_\_

School-appropriate attire is expected at all times. Closed toed shoes are required daily.

**Toilet Trained**

Parent's Initials \_\_\_\_\_

All children who attend Lutz Pre-Prep must be toilet trained. No pull ups. Failure to meet this requirement will be cause for termination of enrollment. Please be aware that Lutz Pre-Prep does not have diaper stations or bathing facilities. If your child has an accident you may be contacted to promptly pick up your child.

**Special Events**

Parent's Initials \_\_\_\_\_

From time to time we may have instances where special events are planned and provided to enhance our student's learning experiences with the use of cooking activities, school visits from pets and other animals on campus, etc. I hereby grant permission for my child to participate in cooking activities that extend the learning experience. I understand that the consumption of ingredients may be a part of the activities. Teachers will check for allergies listed in student enrollment packets. You will be notified via e-mail when any of these events are taking place.

**Medications**

Parent's Initials \_\_\_\_\_

I understand medication will only be given to my child when the proper authorization form is completed by a parent or guardian. Prescription medication must be in original containers with prescription labels and must be prescribed for my child. Sample medications from doctors must be accompanied by a written prescription from the doctor. Dosages must coincide with the label unless the doctor's note specifies differently for both prescription and over the counter medicine. A scheduled meeting with a Pre-Prep staff member must take place prior to the child's first day of attendance in order to

verify appropriate completion of paperwork and review directions for administering medication(s). Please note, we are unable to accept medications during any carline time. Medication cannot be sent in a child's backpack and must be handed to a member of administration.

**Playground Safety**

Parent's Initials \_\_\_\_\_

I hereby grant permission for my child to use all the playground equipment, water tables, sensory bins and participate in all school activities. I will not hold the school responsible or its employees liable for incidents beyond their control. I am responsible for my child's medical expenses incurred as a result of injuries or illnesses that occur with daily play opportunities.

**Payment Policy**

Parent's Initials \_\_\_\_\_

*Upon enrollment, you will receive a total of (3) invoices from QuickBooks Online. The first invoice will cover your registration fee and first week of camp tuition. The second invoice will include any JUNE camps you sign up for (DUE 5/23/25). The third invoice will include any JULY camps you sign up for (DUE 6/20/25).*

**Discipline and Expulsion Policy**

Parent's Initials \_\_\_\_\_

I understand and agree to the use of redirection, positive reinforcement and as a last resort a moment to think outside the classroom with an alternative staff member. Lutz Pre-Prep follows Hillsborough County discipline practices and procedures, and actions that interrupt and disrupt the learning environment.

The director and board of directors have the right to terminate a childcare contract. A childcare contract may be terminated for but not limited to inappropriate behaviors that are severe or cause harm to others, actions that breach Lutz Pre-Prep's policies and procedures.

**Termination of Enrollment**

Parent's Initials \_\_\_\_\_

The director and/or The Board of Directors have the right to terminate a child care contract whenever inappropriate behaviors are severe or cause harm to others. This may include but is not limited to biting and inappropriate language, or actions that disrupt the learning environment.

**Requirements**

Parent's Initials \_\_\_\_\_

- Section 7.1 and 7.2 of the childcare facility handbook requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. Our school requires these forms by the first day of attendance.
- Section 7.3 of the childcare facility handbook, requires that parents receive a copy of the Child Care Facility Brochure, "KNOW YOUR CHILDCARE FACILITY". My signature below verifies my receipt of the brochure "KNOW YOUR CHILDCARE FACILITY".
- My signature below also verifies receipt of the "DISTRACTED ADULT" brochure.
- Section 2.8 of the childcare facility handbook, requires that parents are notified in writing of disciplinary and expulsion policies used by the childcare facility.
- My signature below also verifies receipt of the brochure on Influenza Virus, "The Flu, A Guide for Parents".
- I understand that the school is required by law to report any suspicion of child abuse and neglect.

By signing below, I verify that I have received the above items and that all the information on the enrollment form is complete and accurate. It also verifies that I have read and give consent to all items in the Lutz Pre-Prep enrollment packet.

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

Date

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



## What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

### CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



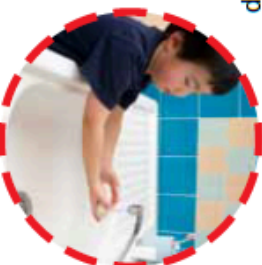
## How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

## What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



## When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

## What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



## How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit  
[www.myflorida.com/childcare](http://www.myflorida.com/childcare) or contact your  
local licensing office below:

CF/PI 175-70, June 2009

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

**"The Flu"  
A Guide  
for Parents**

**INFLUENZA VIRUS**



## 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 their child when they are sick.
  - Familiarize yourself with the child care standards used to license the child care facility.



## More information and free resources:

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: \_\_\_\_\_

License Issued on   /  /  

License Expires on   /  /  

For more information regarding the compliance history of this child care provider, please visit:  
[MyFLFamilies.com/childcare](http://MyFLFamilies.com/childcare)



## Know Your Child Care Facility

[MyFLFamilies.com/ChildCare](http://MyFLFamilies.com/ChildCare)



OFFICE OF CHILD CARE REGULATION  
AND BACKGROUND SCREENING  
[MYFLFAMILIES.COM](http://MYFLFAMILIES.COM)

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/PI 175-24, 03/2014

This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.3125(5), F.S.,

# 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 vehicles (if transportation is provided).
- Provide parents with written disciplinary practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child 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

## Health Related Requirements

- Emergency procedures that include:
  - Posting Florida Abuse Hotline number along with other emergency numbers.
  - Staff trained in first aid and Infant/Child 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.

## 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 examination/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.
- 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.

# 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, the following indicators should be considered:

## Quality Activities

- Are children initiated and teacher facilitated.
- Include social interchanges with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

## 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 small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.

- Demonstrate knowledge of social and emotional needs and developmental tasks for all children.
- Communicate with parents.

## Quality Environments

- Are clean, safe, inviting, comfortable, 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.





**A change in daily routine,** lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...

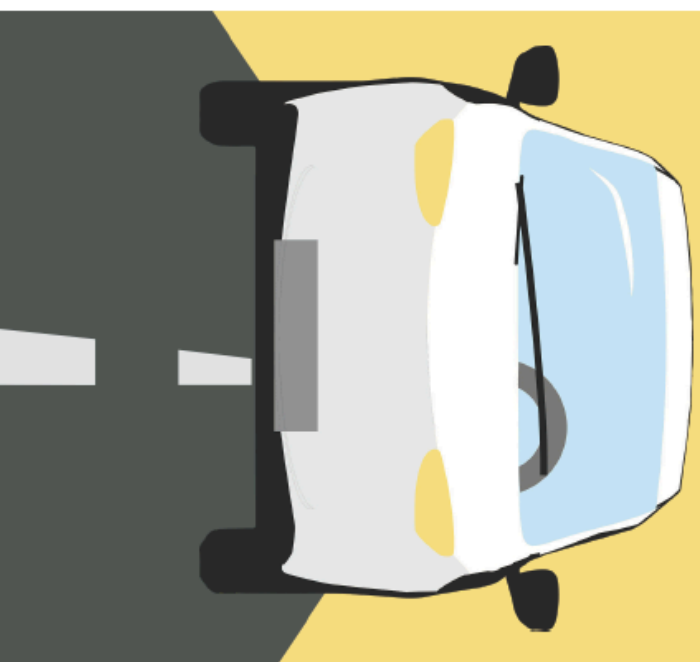


Developed by:

The Office of Child Care Regulation

[www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)  
CF/PI 175-12, May 2019

When life happens... Don't be a  
**DISTRACTED  
ADULT**





## FACTS ABOUT HEATSTROKE:

It only takes a car **10 minutes to heat up 20** degrees and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



## PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

**During the 2018 legislative session,** a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



**My signature below verifies receipt of the Distracted Adult brochure**

Parent/Guardian:

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Child's Name:

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Date:

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Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.



## Hillsborough County Florida

DEPARTMENT OF CHILDREN'S SERVICES  
CHILD CARE LICENSING DIVISION  
3152 CLAY MANGUM LANE  
TAMPA FL 33618  
TELEPHONE: (813) 264-3925  
FAX: (813) 264-2118

### DISCIPLINE PRACTICES AND PROCEDURES

The Hillsborough County Ordinance No. 14-39, and the associated Rules & Regulations regarding the regulation of Child Care Facilities, Section 5.02(1)(B) and Hillsborough County Ordinance No. 14-40 for the licensing and regulations of Family Child Care Homes and Large Family Child Care Homes, Section 1.04(2)(b) "Child Discipline" requires that parents are notified in writing of the disciplinary practices used while in care prior to admission. Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest or toileting. Children shall not be subjected to discipline which is severe, humiliating or frightening. Children may not be denied active play as a consequence of misbehavior.

The goal of discipline is to help children see the sense in acting a certain way. Of course, this is a time consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her developmental age and stage must be taken into consideration.

At our facility/home we encourage positive behavior in the following ways:

- (1) Allowing the child choices of activities, equipment, and materials, giving him a feeling of control over his environment so that conflict with others can be avoided.
- (2) Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting, kicking, etc.

If a child is experiencing difficulty controlling his/her behavior:

- (1) He/she will be redirected to another play area which may prevent escalation of the problem.
- (2) If a problem still exists, the child will be removed from the play area and given time away from the group to regain control. The time limits for this personal time are determined by the child. He/she may return to the group when he is ready.
- (3) If continued unacceptable behavior occurs, the parent will be scheduled to discuss a team approach to remedy the problem.

I have received in writing the Disciplinary Practices and Procedures used at this facility/home.