Rosen JCC
Building community, together.

LEARNING CENTER

ROSEN JCC LEARNING CENTER

New Parent — First-Day Checklist

Everything your family needs to get ready, pack, and arrive with confidence. Check off each item as you go.

Before the First Day

Accounts, records, and paperwork to finish ahead of time.

✓	TASK	DETAILS
☐	**Daxko Account**	Create your account HERE and complete your child's registration and required information. Select **"Learning Center Family"** as the membership type when prompted.
☐	**Brightwheel Account**	Use the invite link in the email sent to you, then complete the parent and child profiles and upload a current photo of your child. No invitation? Call **407-387-5330**.
☐	**Health Records**	Make sure your child's physical/health form and immunization record are current and on file. Email records to **Jills@rosenjcc.org**.
☐	**School & DCF Paperwork**	Complete any required school or DCF paperwork.
☐	**Pickup & Emergency Contacts**	Confirm your authorized pickup list and emergency contacts are up to date. Already entered on your enrollment form or in Brightwheel? You're all set.
☐	**Label Everything**	Label all belongings with your child's first and last name, including clothing, bottles, cups, containers, utensils, and food.

What to Bring

Pack the essentials, plus any items for your child's age group.

✓	ITEM	NOTES
	ALL CHILDREN	
☐	**Lunch & Two Snacks**	If applicable. The Learning Center is nut-free.
☐	**Changes of Clothing**	Include socks and underwear.
☐	**Backpack or Clothing Bag**	Labeled with your child's name.
☐	**Family Picture**	A comforting reminder of home.
☐	**Bedroll, or Sheet & Blanket**	If applicable.
	IF APPLICABLE TO YOUR CHILD	
☐	**Diapers, Wipes, Pull-Ups**	Continue until your child is 90% accident-free.
☐	**Diaper Cream**	Include a completed Topical Cream Authorization Form.
☐	**Sports water bottle filled with water**	Labeled with your child's name.

✓	ITEM	NOTES
☐	**Pacifier**	—
☐	**Bottles & Milk/Formula**	Prepared ahead of time.
☐	**Sleep Sack**	—
☐	**Age-Specific Items**	Any other classroom items for your child's age group.

Tip: *Not sure what your child needs? Check the age-specific supply list from the Learning Center or contact us for help.*

Before You Leave Home

A quick check on the morning of the first day.

✓	TASK	DETAILS
☐	**Comfortable Clothing**	Dress your child for play and activities.
☐	**Closed-Toe Shoes**	Required every day.
☐	**Feeling Well**	Make sure your child is well enough to attend school.
☐	**Photo ID**	Have your photo ID with you.
☐	**Pickup Person**	If someone other than a parent is picking up, confirm they're on your authorized pickup list.

On the First Day

Arrival, sign-in, and staying connected.

✓	TASK	DETAILS
☐	**Arrive on Time**	Arrive on time for your child's scheduled program.
☐	**Key Fob**	Use your key fob when entering the Learning Center, if applicable.
☐	**Check Brightwheel**	Look for important messages and updates.
☐	**Confirm Contacts**	Make sure your child's information and emergency contacts are current in Brightwheel.
☐	**Sign In & Out**	All children must be signed in and out by a responsible adult 18 or older.

Program Hours

When each program runs and when learning begins.

TIME	PROGRAM	WHAT'S HAPPENING
7:00 – 9:00 AM	**Early Care**	Early drop-off option.
9:00 AM – 3:00 PM	**Regular School Day**	Children may arrive as early as 9:00 AM.
9:15 AM	**Curriculum Begins**	Arriving after 9:15? Bring your child to the Welcome Center and a staff member will escort them to class.
9:30 AM	**VPK Instruction Begins**	VPK students may arrive as early as 9:00 AM.
3:00 – 6:00 PM	**After Care**	Extended afternoon care.
7:00 AM – 6:00 PM	**Full Day**	Early Care, School Day, and After Care combined.

Late Pickup Fees

Please plan ahead. Repeated late pickups may affect continued enrollment.

PROGRAM ENDS	FEE APPLIES	FEE
12:30 PM	After 12:35 PM	**$15**
3:00 PM	After 3:30 PM	**$15**
6:00 PM	After 6:05 PM	**$15**
Any program	After 6:15 PM	**$100**

NEED HELP?

Questions about what to bring, registration, Daxko, Brightwheel, your child's classroom, or anything else? We're happy to help make your child's first day as smooth as possible.

Phone: 407-387-5330 • **Records:** Jills@rosenjcc.org

Frequently Asked Questions

Quick answers to what new families ask most.

QUESTION	ANSWER
Who can pick up my child?	Only a parent or someone on the authorized pickup list. Pickup persons must be at least 18 and may be asked for ID. Changes require **written permission through Brightwheel or email**. Phone calls are not sufficient.
What should my child wear?	Comfortable play clothes and closed-toe shoes. Extra clothing is required; the amount depends on age.
What if my child is potty training?	Tell your child's teacher when you begin so the school can support a consistent routine. Use diapers or pull-ups until 90% accident-free. Pre-K students must be fully potty trained.
What if my child is sick?	Children with a **100.4°F fever** must be fever-free for 24 hours without fever-reducing medication before returning. If your child becomes ill at school, you must pick them up **within one hour**.
How do I report an absence?	Notify the classroom teacher through Brightwheel **before 10:00 AM** on the day of the absence.
Can I send medication or sunscreen?	Never place medication in a lunch bag or backpack. Bring prescriptions to the office in the original container with the required authorization. Sunscreen must be labeled with your child's name and accompanied by the topical authorization form.
What about food and lunch?	Families provide two snacks daily. The Learning Center is **nut-free**; label food with your child's first and last name. Catered lunch is **$6.50/day**. Order about one week before the new month; same-day orders accepted until 8:00 AM.
How will I get updates?	Through Brightwheel. Toddler–Pre-K teams send most updates during nap time (1:00–3:00 PM) so they can stay focused on the children.
Can I talk with the teacher at pickup?	For detailed conversations about progress, please schedule a meeting rather than talking during classroom supervision or within children's hearing.
Can I use my phone at drop-off?	Please avoid cell phones in the JCC parking lot, when entering the school, in hallways, and in classrooms.
What if we're going out of town?	Let the school know about travel or any unusual situation that could affect who is responsible for your child or how they'll be picked up.