

Registration Forms

Date of Enrollment _____

Child's Name _____

Child's Address _____

Date of Birth ____-____-____

Mother's Name _____

Address _____ City _____ zip _____

Home Phone () ____-____

Cell Phone () ____-____ Beeper () ____-____

Employer _____

Employer Address _____ City _____ zip _____

Position _____ Work Phone () ____-____

Work Days _____ Work Hours _____

Father's Name _____

Address _____ City _____ zip _____

Home Phone () ____-____

Cell Phone () ____-____ Beeper () ____-____

Employer _____

Employer Address _____ City _____ zip _____

Position _____ Work Phone () ____-____

Work Days _____ Work Hours _____

Child lives with: Mother _____ Father _____

Step-Parent _____ Grandparents _____

Siblings Names _____

Parents are: Married _____ Divorced _____

Not Married _____ Separated _____

Not living together _____

My child will be brought and picked up at the following times:

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____

Physician's Name _____

Address _____ Phone () ____-____

Hospital of choice _____

List medical concerns _____

List allergies _____

Dentist's Name _____

Phone () ____-____

Developmental History

Preschoolers/Toddlers

Child's Name _____

Date of Birth _____ - _____ - _____

Describe your child briefly (physical appearance, personality, abilities)

What do you want us to call your child at school? _____

Previous experience in daycare? _____ Nursery school? _____ Home day care? _____

How did you find Kids Towne? _____

Sleep Habits

What time does he/she go to bed? _____

When is he/she ready for sleep? _____

Does he/she have own room? _____

What does she take to bed with her? _____

What is his/her usual mood on awakening? _____

Does he/she take naps? _____ From _____ : _____ To _____ : _____

Social Relationships

Has he/she had experience playing with other children? _____

By nature is he/she friendly? _____ Aggressive? _____ Shy? _____ Withdrawn? _____

How does he/she get along with brothers and sisters? _____

Other adults? _____

With what age child does he/she prefer to play with? _____

Is he/she known by any children at the Center? _____

Does he/she appear to enjoy being alone? _____

How does he/she relate to strangers? _____

Does he/she demand alot of adult attention? _____

What makes him/her upset? _____

How does he/she show feelings? _____

What methods do you use when he/she behaves in a way that you do not approve of?

Who does most of the disciplining? _____

What frightens your child? _____

Animals? _____ People? _____ Rough children? _____ Loud noises? _____

Storms? _____ Darkness? _____ Anything Else? _____

Favorite toys and activities at home? _____
Does she like to be read to? _____
Does he/she prefer to play outdoors? _____
Listen to music? _____
Can he/she ride a tricycle? _____
List child's favorite activities _____

Comments

In what particular ways can we help your child this year?

Parents' Signature _____ Date _____

Throughout the year if there is anything unusual going on in your home please call and let a member of management know. This might be a severe illness, parent going away, anticipating moving, house for sale, death of a relative or a pet, witnessing an accident, etc. Although your child seems not to have been affected we may see indications in her behavior that indicate he/she is upset. If we know what the cause may be, we are better able to be supportive. All information will be kept confidential to direct care employees only.

Parent Contract

1. Parents are welcome to visit the center at any time.
2. Our center is open from 7:00 a.m. - 6:00 p.m. Monday through Friday on all days except those listed in the parent handbook.
3. You are required to TURN OFF your vehicle, bring your child into the center, sign your child in and see that he/she is under supervision before leaving the building.
4. Parents will be called to pick up a child who becomes ill.
5. Children must have a current physical and immunization record prior to enrollment. This must be updated annually.
6. In case of an emergency, this center has my permission to administer first aid or obtain emergency medical treatment in the child's best interest.
7. Discipline and guidance are consistent and based on individual needs and development. We promote self-discipline.
8. Parents will leave a labeled change of clothes at the center. Please dress your child in washable SELF-HELP clothes daily. We are not responsible for lost or soiled clothing.
9. The children will play outside each day. Please dress them appropriately.

Parent Signature _____ Date _____

***Please note: These above items are explained in complete detail in the parent handbook.**

Emergency Medical Permission Slip

Child's Name _____ Date of Birth ____-____-____

Address _____

Mother's Name _____ Work Phone () ____-____

Cell Phone () ____-____

Father's Name _____ Work Phone () ____-____

Cell Phone () ____-____

Other emergency contact name: _____

Relationship _____ Phone () ____-____

In the event that my child needs to be hospitalized, I give permission for my child to be transported to the nearest medical facility via the nearest ambulance and authorize treatment by the doctor on call.

Parents Signature _____ Date _____

(in ink)

Permission for someone, other than a parent, to remove a child from school in an emergency

My child may be released to

	Name	Phone	License #	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Parents Signature _____ Date _____

(in ink)

**Please let these contacts know that they will be asked to show proof of identification upon arrival.

Financial Agreement

1. My child's tuition for the 20__ year is \$_____.
2. I agree to pay on the Thursday of each proceeding week. If payment has not been received by 6:00 p.m., a fee of \$10.00 per day will be assessed.
3. There is a one-time registration fee of \$75.00.
4. Upon enrollment, I agree to provide a deposit of one weeks tuition in the amount of \$_____.
5. I agree to pay a late pick-up fee of \$1.00 per minute, which will be added to my next tuition payment.
6. I agree to pay a returned check fee of \$20.00. Kids Towne reserves the right to not accept future checks.
7. In the case of withdrawal of my child, I agree to give the center 14 days written notice. If this notice is not given, I agree to pay the 14 days tuition.
8. Should the staff determine that my child cannot adjust to the program, the child should be withdrawn within two weeks, and this agreement will be terminated.

First Day _____

Parents' Signature _____ Date _____

Director's Signature _____ Date _____

*Please note: The above items are explained in detail in the parent handbook.

Pick-up Authorization

Child's Name _____

Date of Birth ____-____-____

Name _____ Relationship _____

Drivers License # _____ Home Phone () ____-____

Work Phone () ____-____ Cell Phone () ____-____

Name _____ Relationship _____

Drivers License # _____ Home Phone () ____-____

Work Phone () ____-____ Cell Phone () ____-____

Name _____ Relationship _____

Drivers License # _____ Home Phone () ____-____

Work Phone () ____-____ Cell Phone () ____-____

Name _____ Relationship _____

Drivers License # _____ Home Phone () ____-____

Work Phone () ____-____ Cell Phone () ____-____

Name _____ Relationship _____

Drivers License # _____ Home Phone () ____-____

Work Phone () ____-____ Cell Phone () ____-____

****Please let these contacts know that they will be asked to show proof of identification upon arriving.**

Parents Signature _____ Date _____

**** My child is never to be released to:** _____

Permission to Photograph

I give Kids Towne Daycare permission to photograph my child during special events and projects. I am aware of the fact that these pictures will be hung around the building for public viewing.

Parent's Signature _____ Date _____

Permission to use sun block

I give Kids Towne Daycare permission to use sun block on my child's exposed skin to decrease the chance of sunburn. I will provide the sun block of my choice to be kept in my child's cubby. This will take place just prior to going outside on sunny summer AND winter days.

Parent's Signature _____ Date _____

Walking Permission

Situations may arise that warrant walking the children off the property of Kids Towne Daycare. Examples of such situations include, but are not limited to, the following:

A staff member must physically walk school age children to the end of the driveway to get the children on/off the school bus. Although your child may not be in the school age program, it may be necessary for the staff member to take some of the preschool children with her.

Written permission is required when you enroll your child at Kids Towne Daycare to have your child walk off the property with the staff if necessary.

I give permission for _____ to walk with a staff member off the property Kids Towne Daycare if necessary.

Parents' Signature _____ Date _____

General Consent Form

Name _____

Date of Birth ____ - ____ - ____

I authorize Kids Towne the use of the following items for my child named above:

(X) the items you agree can be used:

____ Vaseline

____ Corn Starch Powder

____ A&D Ointment

____ Desitin

____ Baby Powder

____ Sunscreen

____ Orajel

____ Bug Repellent/Tick Repellent

I agree to notify the Director, **in writing**, of any changes.

Parent/Guardian Signature _____ Date _____

Kids Towne Daycare

Parent Agreement

I have read the parent handbook and will follow the policies of this center. At any time, if I have a problem, question, or suggestion concerning my child's teacher I will discuss this matter with her/him immediately. If I'm not comfortable with this or do not receive a favorable response, I will discuss such with the Director. However, all tuition, vacation, medication, or changes in schedules are to be discussed with the director.

Signature _____ Date _____

Signature _____ Date _____

Director _____ Date _____

Welcome

We are a small, family owned and operated childcare facility dedicated to giving each child enrolled in our program the close personal one-on-one they need and deserve. We hire only educationally qualified staff and each staff member is required to attend staff development workshops and are encouraged to take additional courses in early childhood education. Our facility is licensed by the State of Connecticut and approved by the local health department. We also employ a visiting nurse that maintains our medical records on both staff and children, and consults with staff and parents on many important topics. Our other consultants include a social worker, a dentist, and a pediatrician. They will also be available to you upon request.

There is nothing more comforting for a parent than to know their child is safe, well cared for and happy. We are working hard to create a warm environment where your child finds learning fun and exciting, where children are respected and their uniqueness is celebrated.

Philosophy and Goals

We feel that at this stage in development, each child learns best in a small, warm and relaxed atmosphere. Our objectives are designed to help each child gain respect for themselves and adults. We know that our daily program, which includes art, music, and physical activities, will help each child develop creative abilities, enhance self-help skills and encourage high self-esteem. Our goals are to provide a personal, close working relationship between staff, child and parent, which will enable us to ensure excellent care for your child and the protection of each child enrolled in our program.

Hours of Operation

Our center is open year round and provides care Monday through Friday from 7:00 a.m. to 6:00 p.m. Within these hours, we offer full and part-time care to children age 6 weeks to 12 years.

Closings

Our center will be closed the following days:

New Years Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Friday After

Christmas Day

Early Closings

Christmas Eve @ 3:00 p.m.

New Years Eve @ 3:00 p.m.

Note: When a holiday occurs on a weekend, Kids Towne will observe the industry standard and close either the Friday preceding or the Monday following. The center will open on all other holidays with a minimum of five families attending.

Discipline Policy

Our center firmly believes in redirection. If a child is not having a good day or we feel that the child is not cooperating with staff, we will talk to the child and try to determine the problem. Perhaps redirection is all that is needed. However, if redirection is not the answer, we may choose to ask your child to sit in time-out for a maximum of 3-4 minutes. If there are still behavioral concerns we will notify the parent and ask for immediate pick-up. If any child is persistent with negative behavior, endangers or causes injury to other children, or uses inappropriate language, terms or phrases while at the center, a meeting will be held with parents that can result in a parent being asked to terminate enrollment. Termination could be required the following day, if deemed necessary by the Director/Owner. Administration will assume responsibility for implementation of the abuse and neglect policy and, if necessary, the prompt and proper medical attention for all children, and the documentation of such action taken. Parents will be notified immediately of all actions taken by administration.

The staff shall not use abusive, neglectful, corporal, humiliating, or frightening punishment, nor shall a child be physically restrained unless it is necessary to protect the safety/health of said child, other children, or a staff member.

Note: A complete copy of the child discipline and abuse/neglect policy will be furnished to parents upon request.

Parent Participation & Involvement

We have an open door policy and parents are welcome at any time. We encourage all parents to become involved. We will have various events throughout the year that we would love and encourage your participation, such as birthdays and holidays. We encourage your input for our newsletter, and any holidays or cultural events your family might celebrate.

Helpful Hints

- Please call if your child is going to be absent or late
- Please label ALL items from home
- Keep us informed on potty training - we would love to help
- Please no gum or candy or soda at the center
- Send in a complete, labeled change of clothes (season appropriate)
- Dress your child for outdoor activities
- Parents shall provide diapers, wipes, bottles, baby food, and all lunches. Please be sure all items are clearly labeled
- Kids Towne will provide snacks for toddlers and preschoolers

Laundry

Parents will provide sheets for cots. We encourage your child to bring a favorite blanket or stuffed animal from home to aid in comfort. Items brought from home should be taken from the center on Fridays, laundered, and returned on Mondays. Please make sure all items are clearly labeled.

This center, any employee, or agent will not be responsible for any toys, articles of clothing, or personal belongings that are missing, damaged, or ruined while in our care.

Babysitting

Our center will not be held responsible for any accidents, injuries, or occurrences, which are a result of our staff being hired for personal babysitting. If a staff member is to remove your child from the center, they must be added to your pick-up list and you shall assume all responsibility.

Potty Training

We encourage you to work with your child's teacher on this issue. A clear understanding must be carried out at both daycare and home. We ask that while potty training you do not dress your

child so that it is discouraging for him/her (belts, snapping shirts). The same reward system should be followed at the center as you have set up at home. At no time do we encourage discipline in potty training. No child will be permitted into the preschool program until completely potty trained (NO PULL-UPS).

Nondiscrimination

Our center, its agents, or employees will not discriminate in educational programs, services, or employment on the basis of race, sex, sexual orientation, color, religion, age, marital status, national origin, ancestry, mental retardation, learning disability, or any other legally protected class.

Special Needs Children

Our center reserves the right to re-evaluate any child's continued participation in the program who has special needs which cannot best be met by the center or which may be detrimental to the health, safety, or progress of the other children. The center may, under these circumstances, request withdrawal. The Director/Owners may also recommend early intervention professionals conduct an evaluation. If it is mutually agreed that withdrawal is in your child's best interest, your deposit will be refunded within 10 business days. The center will try to assist you in choosing alternatives, which may better suit the child's needs. Unless the child is in immediate danger to himself or others, thirty days notice will be given.

Harassment

It is the center's policy to provide a learning and working environment that is free from sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with administrative procedures.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will, in any way, influence a decision regarding that person's employment, education, care, or services offered, that it will interfere in any way or create an intimidated, hostile, or offensive environment for that person.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Outdoor Play

Outdoor play will be daily. Please dress your child appropriately. Weather conditions above 98 F or below 32 F are at the Directors discretion. For staffing purposes if your child can not go outdoors due to the lack of attire at the center, you may be asked to pick up your child or immediately bring appropriate clothing.

Preschool Program

Our preschool program has a daily schedule and routine that will provide each child with an opportunity to have experiences in a warm, relaxed and flexible atmosphere. The preschool room will provide arts and crafts, music, story time, science center, reading center, housekeeping area and also an outside play area where the children can explore, challenge themselves and interact with others.

Throughout the day, we will be teaching proper health habits such as washing hands, cleaning up after ourselves and we, as teachers, will keep a clean classroom to set an example.

All of these different activities will develop a child's creative ability. In such a positive atmosphere, the children will learn to gain respect for others and themselves and while becoming self-reliant, the children will grow with a positive attitude throughout their early childhood years.

Infant & Toddler Program

Our infant and toddler rooms will consist of low ratio childcare, which will enable the staff to give more individualized care. In the infant room, the staff will be feeding, rocking, singing, reading and playing with the babies. This will provide a happy room, which the infants need to grow.

In our toddler rooms, the teachers will begin teaching and enhancing skills, such as, coloring, gluing and painting. We will provide a print rich environment that will foster emergent reading and also experiences that will foster your child's desire to learn new things.

Both the infants and toddlers have a cheerful, positive room. In such a positive atmosphere, the children will grow up with a positive attitude throughout their early childhood years.

Nurse Consultant

Our center will be visited on a weekly basis by our nurse consultant. She will be assessing the wellness, nutritional status, growth and development of the children enrolled in our center.

House Health Rules

Kids Towne Daycare facility is licensed and equipped to care for children who are free from illness and disease. Our house health rules contain our definition of illness and exclusion from the center. These rules are strictly enforced in order to ensure that the majority of our children are protected from illness.

Children will be accepted to daycare providing that:

- A. All required health forms are up-to-date and in our possession.
- B. Children pass a health check administered by staff, and are able to play outdoors, weather permitting.

C. Children do not require medication on a regular basis that can "mask" the symptoms of illness (i.e. cough suppressants, fever reduction medicines such as Tylenol or Advil)

D. Children must be able to tolerate fluids other than Pedialyte.

*** Please note that disguising medication in food or beverages sent to the facility for meals IS NOT permissible ***

Children will not be accepted and/or sent home if any of the following symptoms appear. The child may return to the facility only when the specific indicators have been met. This does not mean that your child is permitted to return to the center 24 hours after being sent home.

FEVER (over 101 F auxiliary)

*May return 24 hours AFTER temperature returns to normal without medication

REPEATED VOMITING

*May return 24 hours AFTER vomiting stops, without the use of medication

DIARRHEA (2 or more loose, watery or explosive stools not related to digestion)

*May return 24 hours AFTER loose stools have stopped without the use of a special diet or medication

COLD SYMPTOMS (yellow/green discharge for the nose/eyes, persistent cough with or without yellow/green mucous production)

*May return AFTER symptoms have ceased and drainage/mucous is clear

CONJUNCTIVITIS (pink eye)

*May return 24 hours AFTER 1st dose of medication, or when conjunctiva is clear whichever is LONGER

STREP THROAT

*May return after a MINIMUM of 24 hours AFTER medication starts and must be free from fever

CHICKEN POX

*May return AFTER the 6th day of having the rash, and only if the blisters are crusted over, and not oozing.

We at Kids Towne thank you for your cooperation in keeping all our children healthy!!

Illness or Medications

If your child becomes ill or injured at the center, our first aid certified staff would comfort your child and apply needed first aid. The parent or alternative pick-up persons will be contacted immediately. If the illness is contagious, we ask for your promptness with the pick-up of your child to prevent the spreading of illness. However, we will isolate your child as much as possible until your arrival. Please see our House Health Rules.

We are certified to administer medication with the permission form signed by the physician and the parent. The first two doses are to be administered by the parent. Please bring any medication in its original, labeled container. Medication in Tupperware or other bottles will NOT be accepted. Our teachers certified to administer medication are: Dena, Darla and Melissa. All

medication will be handled and discussed with a certified staff member only. Please see the attached policy for non-prescription medication.

Emergency Procedures

The Director/Owner will take whatever steps necessary to obtain emergency medical treatment, if warranted. We will contact parents or alternatives immediately. We may also take the following steps:

- call the child's physician
- call for an ambulance
- have the child taken to Yale Children's emergency room by ambulance in the company of a staff member.

All expenses incurred in the course of providing medical care shall be the sole responsibility of the child's parent or guardian.

Major Emergencies

Major emergencies include

- *child not breathing
- *compound fracture
- *hemorrhaging
- * neck or back injury
- * electrical burns
- *poisoning

Procedure

1. call ambulance or professional center
2. nearest qualified staff member to administer first aid
3. pull child's folder, present file to arriving medical personnel. This folder will accompany child at all times
4. adult in charge should assist the professionals
5. if child is sent to the hospital, adult in charge should
 - A. select appropriate staff member to accompany child
 - B. telephone hospital, tell them the child is on the way, and describe the suspected problem

Minor Emergencies

Minor Emergencies include:

- *fever over 101 F
- *diarrhea
- *conjunctivitis
- *ear infections
- *sprains
- *rash
- *vomiting
- *strep throat
- *chicken pox
- *bumps / lacerations

Procedure

1. apply necessary first aid
2. evaluate the situation
3. call parents
4. disinfect all areas possible

Enrollment / Provisional Enrollment

At the time of enrollment, we require the following:

- a deposit of one week's tuition per family
- a complete current health form
- all our enrollment forms completed and signed
- the parent handbook agreement signed
- a one-time registration fee of \$75.00 per child

Inclement Weather

In case of an emergency or dangerous situation during operating hours, we will contact the parent or alternate pick-up persons. Two staff members will remain with the children until all are picked up safely. In a real emergency, the staff may take whatever steps necessary to protect the children even if it means moving the children to an emergency shelter. The location is Cheshire High School. In case of extremely severe weather or power failure, the Director may close the center for safety. There will be no tuition credits or reimbursements.

Additional Fees / Late Pick Up

There will be a returned check fee of \$20.00 per check. Money orders or cash will be required after two returned checks.

A fee of \$1.00 per minute shall be imposed for any reason that your child is picked up after closing - WITH NO EXCEPTIONS. This fee should be included in your next tuition payment. Your tuition payment will not be accepted without this fee, and is subject to late payment charges. The staff in charge will be responsible for contacting DCF and implementing our policy for any child not picked up by 8:00 p.m.

Tuition/Withdrawal of a Child/Dismissal of a Child

Your tuition rate is \$_____ and is due every Thursday for the following week. Please keep in mind that your rate is due weekly, even if your child is out sick, if we are closed for holidays or inclement weather. We will honor one weeks vacation per year with half off of your weekly tuition. Please see the Director prior to your vacation for tuition amount. A deposit totaling one weeks tuition is due at the time of enrollment, which is NOT REFUNDED but will be applied to your last weeks tuition only if we receive a full two weeks notice, which must be IN WRITING. No refund checks will be issued for either prepayment or tuition deposits. Credits will be given only at the Director/Owners discretion. Deposits will cover normal scheduled hours and at no time will be extended or saved. Rate increases, if any, will always be in January; therefore, your child's rate will remain the same from January 1st to December 31st regardless of your child's start date. You will be notified of such increases at least 30 days prior to the increase. Rates will be good for one year and do not go down with age or room change. The exception to this rule is moving from toddler to preschool (if child is trained without the use of Pull-Ups). There is also a late fee of \$10.00 per day charged for checks not received by Friday at closing. If payment is made on Monday your payment will only be accepted if it includes the late fee, if not paid late fees will continue to accrue. Therefore, if payment is brought in on Tuesday, that payment must include a \$20.00 late fee. Your payment must be made by drop off on Wednesday or your child may not attend the center until such payment is received. If your child does not attend the center on Thursday or Friday you may leave payment on the last day your child attends, it will be held until it is due. If your child is sick on Thursday and Friday and payment is received on Monday morning, the late fee will be waived for this reason only. Monthly tuition will also incur a late charge if payment is not received by the first of each month; if the first falls on a weekend payment will be due the Thursday prior to the first. A one-month notice will be required to change from monthly payment to bi-monthly or weekly payments. If this payment schedule is not followed you may be given notice by the Director/Owner to terminate your child's enrollment the next day, if necessary.