



General Information

Child's Name _____ Nickname _____

SSN ____ - ____ - ____ Date of Birth ____ / ____ / ____ Home Phone (____) ____ - ____

Address _____ Zip _____

Other Information

E-mail Address _____ Days/Hours _____

Status ____ FT ____ PT ____ BAS

Medical

Physician's Name _____ Phone (____) ____ - ____

Address _____ Zip _____

Parent/Guardian

Name _____ SSN ____ - ____ - ____

Employer _____ Work Phone (____) _____

Employer Address _____ Other No. (____) _____

_____ How Long ____ yrs. ____ mos.

Name _____ SSN ____ - ____ - ____

Employer _____ Work Phone (____) _____

Employer Address _____ Other No. (____) _____

_____ How Long ____ yrs. ____ mos.

Authorized Escort and/or Emergency Pick-Up

Name _____ DL # _____

Relationship to Child _____ Work Phone (____) _____

Home Phone (____) _____

Name _____ DL # _____

Relationship to Child _____ Work Phone (____) _____

Home Phone (____) _____

Name _____ DL # _____

Relationship to Child _____ Work Phone (____) _____

Home Phone (____) _____

* Refer to Parent Handbook for policies regarding authorized or emergency pick-up.

With my signature below, I hereby grant my child permission to use the equipment and participate in all activities at Providence Childcare & Preschool.

Parent/Guardian Signature _____

Date _____



Contract for Child Care Services

It is my desire to place my child(ren), _____, in Providence Childcare & Preschool. In exchange for childcare services, I agree to pay weekly tuition in the amount of \$ _____. This payment is to be made on Monday of each week. If payment is not made when due, I agree to pay a late fee of \$5.00 per day. If I am more than one week late in paying any fees, I understand that my child may not be allowed to return to Providence until fees and tuition are paid in full. If I desire to re-enroll my child, I will pay registration fees, and I understand that placement is based on available space.

Hours

The center opens at 6:00 AM and closes at 6:00 PM each day Monday through Friday. In exchange for the full-time weekly tuition, your child receives care for up to 11 hours per day. If the 11-hour limit is exceeded a charge of \$1.00 per minute will be assessed and must be paid to the center. This will compensate the teacher for his/her time and assure we maintain adequate coverage in classrooms.

Holidays

The following holidays are observed and the center will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas day, and one day in March for staff development and training. In the event the holiday falls on Saturday, we will be closed the Friday before. If the holiday falls of Sunday, we will be closed on Monday. We do reserve the right to close early any other holiday (i.e. Christmas Eve). Full tuition is due for the week in which a holiday may fall.

Withdrawal

I agree that if for any reason I decide to withdraw my child from Providence, I will provide two weeks notice. If I fail to do so, I will be responsible for payment for those two weeks. Vacation time may not be used for any time of notice.

Policies

I have read and understood the policies and procedures as set forth in the Parent Handbook for Providence Childcare & Preschool. By signing this contract, I agree to abide by the policies and procedures as set forth in said handbook.

Parent(s)/Guardian(s) Signature _____

Date _____

*Signature acknowledges receipt and comprehension of Parent Handbook

Providence
Childcare & Preschool

Discipline Guidelines for Teachers

Our staff members will practice our discipline philosophies by incorporating the following guidelines for discipline:

- Never will the threat or actual use of corporal punishment be permitted.
- Disciplinary actions will never be of a humiliating or frightening nature to the child.
- A firm but kind and controlled tone of voice shall be maintained.
- At no time will verbal abuse, threats, or derogatory remarks about the child or his/her family be allowed.
- The child will be addressed by his/her given name or positive substitute (nickname).
- Encouraging words and phrases such as "please", "thank you" and "I knew you could do it" will be used to reinforce positive behavior.
- No member of our staff will ever use the terms "mean" or "bad" boys and girls, because children take everything you say literally, and it is the behavior that is in need of improvement, not the child.
- In the event of uncontrollable disruptive and/or harmful behavior, the Director or Owner shall advise the parents. Daily reports will be prepared for each child to inform parents of the day's activities and behavior.

DISMISSAL

The center reserves the privilege of dismissing any child if, after entering into the program, he/she seems unable to adapt to this group experience.



EMERGENCY MEDICAL AUTHORIZATION

All information regarding any health history on the registration form provided to Providence Childcare & Preschool is to the best of my knowledge correct and true.

If the event of an emergency situation I cannot be reached by actions of due course or time is of the essence, I hereby grant permission to the director or owner of Providence Childcare & Preschool or the designee in charge, to secure emergency medical services, including transportation and a physician for the child listed below.

I also give permission to the attending physician to order injection, anesthesia, or surgery for my child if deemed medically necessary. I also authorize whatever actions deemed as necessary to secure the best possible medical treatment available to the physician and staff of the facility at which my child is receiving treatment.

CHILDS NAME

SIGNATURE OF PARENT

date

WITNESS

date

Insurance card copy here:



Emergency Medical Treatment Authorization

This form is to be completed for each child you may have enrolled.

Name of Child _____

In the event the above named child is injured or ill, I understand the Providence will attempt to contact me, the other parent, or the legal guardian at the telephone number(s) provided below.

Parent/Guardian Name _____

Telephone Numbers _____ (work)

_____ (cellular)

_____ (pager)

Parent/Guardian Name _____

Telephone Numbers _____ (work)

_____ (cellular)

_____ (pager)

In the event that parent/guardian cannot be reached, I give my permission to Providence to provide first aid for the above named child and to take the appropriate measures including contacting emergency medical services (EMS) and arranging for transportation to _____ hospital or the nearest emergency medical facility. At no time will a Providence employee drive and injured or ill child to an emergency medical facility unless accompanied by another adult.

Parent/Guardian Signature _____

Date _____



CHILD PROTECTION RELEASE

Providence Childcare & Preschool strives to ensure the safety and well being of children in our care. We firmly believe it to be in the best interest of a child to protect them from anyone who appears to be under the influence of drugs or alcohol, or who is incapacitated in any way.

In this regard, should anyone attempt to pick up a child for the purpose of transporting them home, and the person is judged to be under the influence of drugs or alcohol or otherwise incapacitated, our staff will refuse care of that child to that person. Staff will initially call a parent or guardian and request assistance or instructions as to the next steps to be taken. If a parent or guardian cannot be reached, staff will contact the local police and request assistance with the situation.

Remember that the ultimate goal is to protect the child and ensure his/her safety in getting home. The child will not be released to anyone incapacitated.

Parent/Guardian
Signature_____date_____

Parent/Guardian
Signature_____date_____



UNAUTHORIZED PICKUP

I, _____, specifically request that my child is not to be released to _____, nor is he/she to have any contact with this person while in the custody of Providence Childcare & Preschool.

Child's Name

Signature of Parent /Custodian

***Note: Please read carefully:**

- If this authorization is governed by any court ruling (custodial rights, restraining order, etc.) the school must have a copy of the ruling in the child's file. Specific preferences are dictated by the parent/custodian and no documentation is necessary.
- The school will take all necessary steps to enforce this declaration, up to and including contacting the proper authorities. If necessary, charges will be filed and arrests will be made.



Parent's/Guardian's Rights

Parent's/Guardian's have the right to:

- Know their children are in a safe environment where they are free to choose from a variety of activities.
- Participate in all levels of decision making, concerning how their children spend the day.
- Know what types of programs and activities are being planned and offer feedback on the kinds of activities the children enjoy.
- Share concerns with staff at anytime about anything they do not feel is in the best interest of their child(ren).
- Know if the child is misbehaving and to spend time talking with the staff concerning a solution.
- Know if their child does not report to the school as expected.
- Know when the children will be going any place other than the school (signature required)
- Voice special concerns and considerations not covered in the handbook and discuss special cases where occasional exceptions may be made from the rules set forth.

Responsibilities

Parent's/Guardian's Responsibilities include:

- Letting the staff know if their child will not be attending for the day.
- Observing the rules of the program as set forth in the handbook and in any additional policy statements.
- Share their concerns with staff members if the program is not meeting their child's needs.
- Listen to concerns staff members have about their child's behavior and work through an agreeable solution to any problems or procedures.
- Know the discipline procedure of the center as explained in the handbook.
- Replace any equipment that their child is responsible for misusing.
- Sign in/out their child each day; notify a staff member when taking a child from the center, notify a staff member when another person is authorized to pick up your child.
- Inform staff if a child has been exposed to a contagious illness.
- Notify staff of planned vacations and other absences in advance.
- Notify staff of withdrawal at least 2 weeks in advance
- Pay all tuition on time.
- Keep the child's record up to date the current phone numbers & addresses etc.
- Pick up children on time.



Children's Rights:

All children have the right to:

- A safe and reliable environment.
- Use of all the equipment and space on an equal basis; use equipment where it is intended and in functioning condition.
- Have their ideas and feelings respected.
- Discipline that is fair, equal and respectful to them.
- Express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
- Express their creative abilities.
- Explore and discover.
- Continue developing their full potential.
- Have a safe environment free of hazards.
- Have an environment that offers a variety of choices—physical, quiet, indoor, outdoor, and creative.
- Exploring and dramatic play.
- Voice their opinion of the rules and activities.
- Have staff members that care about them and enjoy being with them and helping them to grow.

Children's Responsibilities:

Children need to be responsible for:

- Learning to accept the consequences of their own actions.
- Respecting the rules that guide them during the day; controlling their feelings so their actions do not harm anyone in the school.
- Not willfully destroying or harming any equipment or property in the building or anyone else while they are at the school.
- Sharing equipment and facilities with all children in the school.
- Remaining with a staff member at all times and notifying a staff member when they need to be someplace else.
- Respecting the rules of the school.
- Dressing appropriately for indoor and outdoor play.
- Returning materials and equipment to the place they found them before taking other materials for other activities (clean up).



HOUSE RULES

We would like to share our house rules with you. Our program to promote acceptance uses these house rules.

1. **SPEAK FOR YOURSELF...NOT EVERYONE.** Each person has the right to say what he/she thinks and feels.
2. **LISTEN TO OTHERS...THEN THEY WILL LISTEN TO YOU.** Listen to each person and respect his/her right to speak for him/herself, listen for others ideas and feelings. You do not have to agree with others to accept what they are saying.
3. **AVOID PUT-DOWNS...WHO NEEDS THEM?** Verbal put-downs hurt people even when they might laugh and appear not to be bothered by them. Non-verbal put-downs hurt also. These can include facial expressions, gestures, side conversations and even unconscious looks. If people think they might be put-down, they hesitate to share their feelings and ideas.
4. **TAKE CHARGE OF YOURSELF...YOU ARE RESPONSIBLE FOR YOU!** Each child will learn as much or as little as he/she chooses to learn. The leader only creates the environment in which learning might take place. The participant is responsible for him/herself.
5. **SHOW RESPECT...EVERY PERSON IS IMPORTANT.** When one joins a group and conversation begins, one can usually tell in a few minutes whether people respect each other or not. Ways to identify respect: How people listen to one another, what people say to one another, and what people do with one another. For sharing and openness to occur, each group member must feel respected. Every person is important.

AND

- Chewing gum and running are a dangerous combination; therefore, we will enforce a strict "no gum policy."
- Children should not bring sharp objects, candy, toys or money to the site.
- The daily schedule will adequately occupy your child's time. Personal items (toys, games and such) are not necessary and can be lost or damaged.
- A lost and found will be maintained and cleaned out every Friday afternoon.



Dear Parent(s):

To help us provide the best possible care for your infant, please complete the following questionnaire prior to your child's first day with us.

Child's Name _____

Bottles are ___ formula ___ breast milk ___ regular milk

Times your child usually has a bottle and amount _____ Warm -room temp.

	Oz.
	Oz.
	Oz.
	Oz.

_____ Cold

_____ Hot -body temp.

Does your child usually finish an entire bottle at one time? _____ Yes _____ No

How long do you allow a bottle to "sit out" after an attempt to feed with no success? _____

After feeding, we will empty and rinse the bottle and place in the cubby. Do you object?
_____ Yes _____ No

If your child finishes a bottle and still seems hungry, what should we do? _____

Does your child take a bottle to bed with them to nap? _____ Yes _____ No

Can your child have juice or water in addition to bottles? _____ Yes _____ No

If your child is on food complete the following:

Type	Time

Can your child have "snacks" provided by Providence (cheerios, animal crackers)
_____ Yes _____ No

Can your child have any table food? _____ Yes _____ No

Do you want your child awakened for scheduled feedings? _____ Yes _____ No

Hourly diaper changing/checking ____ Yes ____ No

How many naps does your child take during the day? _____ How long? _____

We use one box of wipes for the group. Do you object? ____ Yes ____ No

Can we use wipes to clean your child's face or hands? ____ Yes ____ No

We are required to have all infants sleep on their back. Do you object? ____ No ____ Yes
(see teacher for special form)

How many bowel movements would seem excessive while your child is in our care? _____

Are there specific behaviors that may indicate your child is not feeling well that we may need to know? _____

Does your child have any medical conditions that we need to be aware of (i.e. reflux, ect.)
____ No ____ Yes _____

If reflux, how long after expelling a bottle should we wait to attempt another feeding? _____

Does your child have any known allergies? ____ No ____ Yes _____

Does your child take a pacifier? ____ No ____ Yes - Specific times? _____

We are required to call you if your child has a temperature. Under what other circumstances would you want to be notified? (i.e. crankiness, refusing feedings, etc.)

Other notes to help us give your child the best possible care:

As your child grows and develops, things will change. Please notify the teachers in writing so they can update the information sheets.



Media Release

While my child is enrolled at Providence Childcare & Preschool photos will be taken for internal use to decorate the walls or special projects. At times Providence will be updating our web site or creating advertisements that include photos taken inside the center. I hereby give permission to Providence to use my child(ren)'s photos in such media knowing that specific names of the children will never be used outside of the facility.

Child's Name

Parents' Signatures Required

Date



Dear Parents/Guardians:

We have a web site and at times we would like to update it and include actual photos of teachers and children from our school. Additionally, at times we take photos of the children enjoying special events like field trips or special visitors at activities at the school. We may have the photos published in local papers as a way of informing the community of the goings on here at Providence.

Please sign and return the bottom portion of this notification to allow us the use of such media.

I hereby

_____ give permission

_____ expressly forbid

Providence Childcare & Preschool to use photos, video, or other forms of media that may include my child(ren):

for the purpose of advertising or mass communication via the web now and in the future.

(Parent's Signature)

Today's Date



Walking Trip Permission Slip

_____ is hereby given permission to participate in spontaneous, walking field trips throughout the year. I understand that each trip will take place in the general vicinity of the school, weather permitting, and the children will always be accompanied by the teacher(s).

Signature of Parent or Guardian

In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school of any and all liability for any injuries, loss or other claims arising or resulting from this trip.

Parent Signature

Date