

EMERGENCY/HEALTH INFORMATION

Child's Full Name: _____

Date of Birth: _____ Age: _____ Gender: _____

Address: _____

Mother: _____

Cell Phone: _____ Work: _____

Father: _____

Cell Phone: _____ Work: _____

Emergency Contacts: Name and Phone (List 2)

Child's Doctor: _____

Address: _____

Phone: _____

Are immunizations up to date? Yes _____ No _____

List any special concerns: (ex: Surgeries, allergies, food allergies, and communicable diseases child has had, etc.)

Welcome to my daycare. Since this will be your child's home away from home, I will try to provide a safe, caring, homelike atmosphere for your children while at the same time providing for their physical, intellectual, emotional, and social development. Please read the policies of the daycare carefully. Kids Corral Childcare and Preschool has met all the requirements according to the State of Montana Rules and Regulations.

Nondiscrimination:

I will not discriminate in relation to admissions of any child based on race, creed, color, national origin, religion, sex, or disability.

House Rules:

No shoes past the front gate. This means children and parents. The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect the daycare, property, and possessions. Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the daycare, bad language, etc.

Discipline:

I will strive to offer praise for good behavior. Should negative behavior happen, I will deal with it in one of the three ways:

Redirection: Toddlers will simply be told "no" and redirected to another activity or area.

Talking: Once a child reaches the age of 2, they can be talked to. They will be told in an easy- to-understand way the behavior should not continue. Typically, this is highly effective.

Time out: Should the behavior continue; the child will be placed in a "take a break" chair. I use the one minute per age of the child rule (a three-year-old gets three minutes).

Biting is something that all kids do. If it becomes a pattern we will talk to parents about solutions. After **3 significate** biting incidents, we will be dismissing the child from care. If your child gets dismissed there will be no refund or roll over payments.

Should the behavior continue after a few time outs, I will talk to the parent. A workable solution can almost always be found.

Drop off/Pick up children:

Please arrive on time. If you will be late for, drop off/pick up, let me know as soon as possible, so I may adjust my schedule accordingly. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Please do not bring your child in pajamas. At drop off time, make sure that you say goodbye to your child. And let them know when you will be returning. Although this may produce tears, rest assured... by the time you are out of the parking lot, the tears have stopped. This also helps to make the

child feel secure in that while you may leave them when you have to, you are always coming back.

Here are a few suggestions to help ease separation:

1. Allow adequate time in the morning for arrival adjustment before needing to leave for work.
2. While traveling, talk to your child about going to “school” who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
3. Give hugs and kisses and reassure your child you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back.
4. If there is still protest and difficulty, teachers are close by to help your child when you leave.

At the moment you walk in to pick up, you are in charge of your child. A teacher may step in if need be. Sometimes children will “test” to see who is really in charge. A child who has been well behaved all day will suddenly bounce all over the daycare when the parent arrives.

Monthly Rate:

I am paid monthly in full on the 1st day of care each month. Your payment will be considered late by the 3rd and will have a \$50.00 late fee. Your child will not be allowed to come back to daycare until your payment is paid in full. Our daycare has regular hours. Notify me as soon as possible if you will be arriving early/late, meaning any time before/after your regular scheduled hours. Once payment has been received, no refunds will be issued unless discussed and approved by the director.

- Infants (0-12 months) \$1,200 per month
- Children 1 year of age to 5 years of age \$1,000 per month
- Siblings: First child \$1,000 and second child \$900 totaling \$1,900 per month

Hour of operation: Monday through Friday 6:30am to 5:30pm

There is an option for a 6pm pick up, it is \$15.00 extra per day.

I do accept *checks, cash and credit/debit cards*. Should we receive an NSF return to us, you will be charged \$25.00 and will cover any costs my bank imposes upon me. A second NSF will result in all payments to be made in cash.

The full rate is expected to be paid whether your child attends daycare the entire month.

I require a 2-week written notice if you are terminating childcare. If none is given, two weeks additional payment must be made, whether your child is present.

Goodness-of-fit Policy:

Although we make every effort to meet the needs of each child, there are extremely rare situations where care at Kids Corral may not be in the best interest of your child, parents, or other children at the daycare. After all efforts have been exhausted, we reserve the right to terminate care due to lack of goodness-of-fit with our program. If we find we can no longer provide care for your child, you will be given a 2-week notice.

Vacations/Holidays:

I am closed on the following holidays (our website is always updated of the days we are closed also), and the full monthly rate is still required providing the holiday falls on a regular day of care:

New Year's Day

Independence Day (July 4th and 5th)

Labor Day

Thanksgiving Day (and the Friday after)

Christmas Eve

Christmas Day

Memorial Day

Veterans Day

The monthly rate is still in place if your family takes vacation, or the daycare is on vacation regardless of the length of time. In the case of an emergency, we will make every attempt to provide substitute care, however parents should be prepared with their own backup plan.

Safety:

Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem are also locked. All electrical outlets have child proof safety covers. I have smoke detectors and carbon monoxide detectors and a fire extinguisher throughout the daycare. Emergency numbers are posted next to the entrance. I also have multiple first aid kits on site. Fire drills and emergency drills will be done monthly and logged. All teachers/staff have taken classes in Infant/CPR and First Aid and classes to help reduce the risk of Shaken Baby Syndrome.

Clothing:

SOCKS, SHOES, COAT ARE REQUIRED TO HAVE ON SITE AT ALL TIMES

Do not send your child to daycare in “dress clothes”. Play clothes only. Although I try my best to keep the children clean, even in the best of circumstances.... Accidents happen. Make sure your child always has a complete change of clothing here, including underwear and socks. Please provide a different change of clothes should the one here be used or if the season changes. Provide a summer type jacket to be left here. Please do not buy a new jacket for this purpose. Occasionally in the warmer months a child will come without a coat due to the warmer temperature in the morning. Should the day turn chillier, he/she will still be able to play outside in comfort. Do not bring your child in flip flops. During the winter months, make sure your child has the appropriate clothing. This includes a jacket, snow pants, boots, mittens, and a hat. If your child does not have the appropriate clothing, he/she will not be able to play outside. If you would like to leave a spare hat and mittens here, that is fine.

Mandated Reporting:

As a licensed childcare provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by Montana State. This is simply listed to make you aware.

Quiet Time:

Every day between 1:00pm and 3:00pm, we have quiet time. All younger children will lay down to rest. Older children may be given a quiet activity to do at this time. I ask that you keep your visits and phone calls to a minimum during these hours.

Items from home: Your child may bring one special blanket or one stuffed animal for quiet time. Please do not allow your child to bring anything else into the daycare. No toys, candy or snacks, money, etc.

Meals and Snacks:

All food served during the day will include servings from each basic food group. Breakfast is served about 8:45am. If you will be arriving later than 8:30 please see that your child has had breakfast prior to arriving. There will be a snack served about 10:30am, lunch about noon and another snack at the end of quiet time. No supper will be served to daycare children unless we have a prearranged agreement. If special food or bottles are brought from home, they must be clearly labeled with the child’s name. It is important to let me know if your child has any known food allergies.

Sick Policy:

I will notify you immediately should your child develop any of the following symptoms:

Forehead temp of 100 degrees Fahrenheit or over.

Pink or goopy eyes

Sore throat

Vomiting or diarrhea

Any rash other than mild diaper or heat related rash.

Should your child develop any of these symptoms, you will be expected to pick your child up within 30 min. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared. I am not willing to accept a child with any of the above-listed symptoms. Symptoms must be gone 24 hours prior to re-admittance.

I will not take a child with confirmed head lice unless hair has been washed with an approved product twice (24 hours apart). I will check the child's head personally upon arrival. Should I find anything your child will not be allowed to stay.

Immunizations:

All children in our daycare must have the appropriate immunizations for their age. You will be required to provide a copy before the child's first day.

Sleeping:

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in a porta crib with a waterproof mattress or pad. We will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics and SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

Emergencies/Back-up:

If, for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. If I am ill and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child. Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her wellbeing. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

Supervision:

We are required to be within sight of an infant, toddler, or preschooler at all times so that the caregiver is capable of intervening.

Authorized Persons:

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

Parents in Daycare:

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

Smoking:

Smoking is not allowed in the daycare at any time or on the premises.

Daycare Forms:

All forms must be completed prior to the first day of care. All monthly fees must be paid prior to the start of care in any given month. If forms are not completed or fees not paid, no care will be provided.

This is your signature page. By signing this page, you have agreed to all the terms and policies of this childcare facility. Please return only this page when returning enrollment forms. Keep the information packet for your records.

Parent Signature Date

Parent Signature Date

Enrollment Application

Child's Name _____

Child's Date of Birth _____ Child's age _____

Address _____

Mother's Name _____ Date of Birth _____

Cell Phone _____ Work _____

Email Adress _____

Father's Name _____ Date of Birth _____

Cell Phone _____ Work _____

Email Adress _____

Emergency Contact _____

Phone Number _____ Relationship _____

Emergency Contact _____

Phone Number _____ Relationship _____

Monthly Rate: Standard hours 6:30am to 5:30pm. Extended care hours include only care after 5:30pm but no later than 6:00pm at an additional charge of \$15.00 a day. Please check the box below.

Yes:

No:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off					
Pick up					

Anticipated start date: ____ / ____ / ____

About Your Child

Has your child ever been in childcare before? _____

What type? (center, family daycare, grandparents etc.) _____

Was this a positive experience? _____

How does your child feel about daycare and being left by his/her mom/dad? _____

Are there any recent traumatic situations the child has been exposed to such as a death in the family, divorce, new siblings etc.

What is your normal method of discipline? _____

What is your child's temperament? Are they easy going, hard to please, demanding aggressive, etc.? _____

Are there any food restrictions? _____

What is your child's favorite food? _____

What food does your child dislike? _____

Can your child use the bathroom alone? _____

What words does your child use to indicate he/she needs to use the bathroom? _____

What time does your child wake up? _____

What time does your child go to bed? _____

Does your child sleep through the night? _____

Does your child sleep in a bed or a crib? _____

Does your child have any siblings? (please list) _____

Has your child had experience playing with other children? _____

Does your child have any security objects such as a blanket, soother, bottle, toy ect?

What are your child's favorite activities, toys, books, or games? _____

Are there any other comments or information you would like to let me know about? _____

Daycare Photo Release Form

I _____ the parent of a child/children at Kids Corral Childcare and Preschool agree to the following: I understand that my child(ren) whose name(s) are listed below may be photographed at the Daycare during normal daycare hours or activities. I understand that these photographs may be used in promoting childcare services, either in print or on the Internet.

Child(ren): _____

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting Daycare services. I understand that it is my responsibility to update this forming the event that I no longer wish to authorize the above use, I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parents Signature _____ Date _____

Relationship to the child _____