

PRIME STEP DAY CARE & LEARNING CENTER

3301 Florida Avenue * Kenner, Louisiana 70065 * 504-469-6800 * Fax 504-469-6829

Child's Name _____ Sex _____
Date of Birth _____ Date of Admission _____

Mother's Name _____ Cell # _____
Mother's Address _____ Home # _____
_____ E-Mail _____
Mother's Place of Employment _____ Work # _____

Father's Name _____ Cell # _____
Father's Address _____ Home # _____
_____ E-Mail _____
Father's Place of Employment _____ Work # _____

Child's Dentist _____ Telephone # _____

Child's Doctor _____ Telephone # _____

Describe Child's past illnesses _____

Describe Child's physical defects _____

Person to call in an emergency when parent cannot be reached:

Name _____ Telephone # _____

I hereby authorize this facility:

1. To care for my child during the time he/she is in the facility.
2. To secure emergency medical care for my child in case of inability of the center to reach me.
 - I agree to pay this amount \$ _____ per week.
 - Registration Fee (non-refundable) \$ _____

Date _____ Parent(s) Signature _____

RELEASE FORM

I understand that **Prime Step Day Care & Learning Center** cannot release my child or children to anyone without my signature.

The persons listed below have any permission to pick up my child/children:

Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.
Name	Address	Phone No.

- I understand that it is my responsibility to inform **Prime Step Day Care & Learning Center**, in writing, if anyone not listed on this form is to pick my child/children.
- I also understand that **Prime Step Care & Learning Center** closes at 5:30 p.m. and that it is my responsibility to have my child/children picked up by this time.

Date

Signature

Date

Signature

PERMISSION TO PHOTOGRAPH

I give permission for Prime Step Day Care & Learning Center to photograph my child,
_____ and display the pictures in the classrooms and
halls of the center.

Parent's Signature

Date

PARENTAL AWARENESS OF RECORDINGS

I am aware that Prime Step Day Care & Learning Center utilizes recordings and/or
taping of my child such as digital recordings, videotaping, and audio recordings, while
in the center for observation/security purposes.

Parent's Signature

Date

PRIME STEP RULES and REGULATIONS

1. Prime Step opens at 7:00 a.m. and closes at 5:30 p.m. – Monday through Friday.
2. Tuition is due on Monday - on Tuesday if tuition was not paid in advance or at the beginning of the week, you will be assessed a late fee of \$10.00, on Wednesday \$20.00, on Thursday \$30.00, on Friday, if tuition and late fees have not been paid, we will be unable to accept your child at Prime Step.
3. Monthly tuition is due by the **5th** of each month; late fees will be assessed after the 5th of the month.
4. You must pick your child up by **5:30 p.m.**, after which there will be a **\$1.00** per minute late fee per child. Due at that time.
5. A fee of \$35.00 will be charged on all returned checks (NSF or otherwise). Returned checks will not be **Re-deposited and must be paid in cash.**
6. Registration is an annual fee, due each year. Summer Camp has an activity fee for field trips and transportation. If your child is in the three-year-old class, or the pre-kindergarten class, you must enroll him/her for summer camp to attend during the summer.
ALL REGISTRATIONS ARE NON-REFUNDABLE.
7. If your child is absent all week, tuition will be due in full. After having been enrolled at Prime Step for a year, he/she will be entitled to a week's vacation.
8. Prime Step follows Jefferson Parish School's closing. In the event of a natural disaster, tuition will be due in full.
9. Current immunization records are required for each child.
10. We observe **13 holidays** each year, plus one for teacher's seminar (date to be announced).
11. Children may not attend school when they are ill. They must be free of fever, diarrhea, and vomiting for 24 hours before they return.
12. Three-year-olds and Pre-K should be in school **by 9:00 a.m.**
13. Written notification one week prior to withdrawal from Prime Step is required, or one week's tuition will be charged.
14. Prime Step reserves the right to terminate care at our discretion.
 - I have received a packet of information from Prime Step including rules, enrollment form, and a list of community resources.
 - I have read these rules, and by signing this form, I agree to follow them accordingly.

Parent's Signature

Date

Prime Step serves the community as a Daycare facility and Learning Center. We participate in the Quality Start Child Rating System and have 4 stars. Our main objective is to provide a positive atmosphere, which promotes the social, physical, intellectual, and emotional growth of children. As we move forward in this "digital world of technology", Prime Step has a Facebook page and IG account to provide our parents with information and pictures of/about our center. Parents will be allowed to check for holidays, weather alerts, and news updates, etc.

We sometimes take photographs, audio, or video footage for publicity and/or advertising purposes. Also, any letters, e-mail and other written material made from you and addressed to us such as letters of recommendations, testimonials about our programs etc. may also be used. These may appear in our printed publications, on our websites etc. We may also send them to the news media. Before taking any pictures, audio or video footage or using written correspondence for these purposes, we need your permission. Please read and sign the form below where shown.

I, being the parent/legal guardian of _____, do hereby consent to the use of photos, videos, or audio recordings of myself or of my child for Prime Step Day Care & Learning Center promotion, including (but not limited to) print, audio, video and web promotion. I also agree that any writing or other material in connection with Prime Step Day Care & Learning Center (including any correspondence from our family) may be used in promotional materials.

I agree that all such portraits, pictures, photographs, videos, and audio recordings shall remain the property of Prime Step Day Care & Learning Center unless otherwise noted. In addition, I waive all claims to compensation or damages based on the use of me or my child's image, correspondence, or voice, by Prime Step Day Care & Learning Center. I also waive the right to inspect or approve the finished product.

I understand that this consent is perpetual, that I may not revoke it, and that it is binding. I warrant that I am at least 18 years of age and that I am competent in my own name insofar as this consent is concerned. I further attest that I read this consent form and fully understand its contents.

Signature of Parent: Date: _____
Print Name of Parent: Date: _____
Name of Child: _____

Conditions of use:

1. Prime Step Day Care & Learning Center will not include full names (which means first and last name) of any child or adult in an image or video, on our websites, or printed publications.
2. We will only use the images of children who are suitably dressed.
3. We will not include personal information of the children or adults such as e-mail, postal address, and telephone or fax numbers on our video, websites, or printed publications.

DISCIPLINE POLICY OF PRIME STEP DAY CARE & LEARNING CENTER

Our main discipline policy consists of environmental control. This simply means that we use the environment to minimize the need for methods of discipline. We have a well-equipped nursery school, both indoors and out, to provide for a stimulating environment where the child is kept busy.

Unacceptable behavior can usually be traced to one of the following:

1. Fatigue (overly tired)
2. Hunger
3. Boredom
4. Sick/Medication

If after checking these things, the child's behavior continues to be unacceptable, re-direction is the ultimate way to avoid and assist in negative behavior.

No child shall be subjected to physical punishment, corporal punishment, verbal abuse, or threats.

Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.

Derogatory remarks shall not be made in the presence of children about family member of children in care, or about the children themselves.

No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.

No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

Our ultimate goal in disciplining a child is to help him/her become a self-regulating person.

General Rules

School hours are from 7:00 a.m. to 5:30 p.m. – Monday through Friday.

Tuition

Tuition is due and payable on Monday, or the first day your child attends. On Tuesday if tuition was not paid in advance or at the beginning of the week, you will be assessed a late fee of \$10.00, on Wednesday \$20.00, on Thursday \$30.00, on Friday, if tuition and late fees have not been paid, we will be unable to accept your child at Prime Step.

Prime Step follows Jefferson Parish School closings. In the event of a natural disaster, tuition will be due in full. It is important to have the Procure App installed on your phone to receive any notifications.

If you plan to go on vacation and are not eligible for a free week, tuition must be paid for the weeks you plan to be gone before you leave.

If you pay monthly, it must be paid by the 5th of the month. All late fees will be assessed after the 5th of the month.

There will be a late charge of an additional \$1.00 per minute per child, for children left at the center past 5:30 p.m. This fee must be paid in cash and not on your regular tuition check. This rule is strictly enforced. There will be a \$35.00 charge on all returned checks. (NSF or otherwise). Returned checks will not be redeposited and must be paid in cash. There will be no exceptions to the above.

REGISTRATION

Registration is an annual fee due every August. If you register your child in January, registration will still be due in July of that year. **ALL REGISTRATIONS ARE NON-REFUNDABLE.**

SUMMER CAMP

Summer camp activity fee is due in March, for 4 through 7 years old. All children in that age group who attend the center must register for summer camp in order to continue at Prime Step during the summer.

VACATION/ILLNESS

If your child is out for an entire week because of illness or vacation, the full week of tuition will still be due. After your child has been enrolled for a full year, you are entitled to one week's vacation without payment due.

TERMINATION OF CARE

Prime Step reserves the right to terminate care at our discretion.

Illness

No child will be allowed to attend school with a contagious disease of any kind for any reason and a doctor's note will be required before the child is allowed to return to school. If your child is vomiting, has diarrhea, or fever, you are required to keep him/her home for 24 hours after the condition ceases. This is to protect your child as well as the other children and staff. If your child becomes ill at school, you will be asked to pick him/her up in a timely manner.

IMMUNIZATIONS

Immunization records are required for each child in the center. You must provide us with updates when immunizations are due. This is extremely important and required by law.

HOLIDAYS

The following are holidays observed by Prime Step: New Year's Day, Martin Luther King's Birthday, Mardi Gras Day, Ash Wednesday, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, and New Years' Eve., and Teacher's Seminar (dates to be announced). Tuition is due in full during these holidays. If we are closed due to flooding or other natural disasters, tuition is due in full. We follow Jefferson Parish School System's closings for all-natural disasters.

CLASS TIME/DROP-OFF TIME

Class begins for students at 9:00 a.m. Please make an effort to have your child in school on time. If your child is eating breakfast, please follow your child's class schedule so they do not miss their breakfast time. Drop off for all ages except the infant room is no later than 9:00 a.m. unless your child has a doctor's note stating they had an appointment. You may drop off after 2:00 p.m. This policy is in place to minimize disruption during lunch and nap time.

PROBLEMS

If you are aware of any problems that your child may have, physical, emotional, or otherwise, please notify the school. This will allow us to better care for your child. Our goal at Prime Step is to provide a positive atmosphere, which will promote social, physical, intellectual, and emotional growth.

WITHDRAWAL POLICY

If you plan to withdraw your child from Prime Step, we require notification in writing at least one week prior to withdrawal date. If you do not notify the office in writing, you will be required to pay one week's tuition.

MEDICATION

No medication will be administered at Prime Step.

NON-DISCRIMINATION POLICY

Non-Discrimination Policy (must be included in the employee and parent handbooks and any materials distributed to the public):

In accordance with Federal Law and US Department of Agriculture policy, Prime Step Day Care & Learning Center is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write

USA, Director, Office of Civil Rights,
1400 Independence Avenue, SW, Washington, DC 20250-9410
Or call (800) 795-3272 or (202) 720-6382 (TTY).
USDA is an equal opportunity provider and employer.

COMMUNITY RESOURCE GUIDE

Jefferson Parish Health Unit	504-838-5100
Children's Hospital	504-899-9511
Tooth Bus	504-342-7874
Partners for Healthy Babies	800-251-2229
Medical Office	Jefferson 504-846-6960 Orleans 504-599-0656
Enrollment Line	877-252-2447 (Assistance with LaChip, LaMoms, Take Charge (active family planning))
Planned Parenthood	504-897-3200
Active Parenting Classes	504-391-2440
Jefferson Parish Dept. of Community Action Programs	504-736-6900 LaChip, Medicaid, Commodities, Housing Assistance
WIC (Women, Infant, & Children)	504-364-4023
Louisiana Dept. of Social Services	504-599-1700 Assistance with SNAP (food stamps), FTP (family independence assistance), CCA (childcare assistance)
Medicare	800-633-4227
LA Child Support	800-254-4650
Section 8 Public Housing Assistance	504-454-2294
Unemployment Assistance	225-342-8731
Poison Control	800-222-1222

Emergency Card

Child's Name: _____ Sex _____ Birth Date _____

	Mother	Father
Name		
Address		
Employer		
Home Phone #		
Work Phone #		
Cellular Phone #		

Person with whom the child lives: _____

Child's Doctor: _____ Doctor's Phone #: _____

Child's Dentist: _____ Dentist's Phone #: _____

Individuals to contact in case of an emergency:

_____	Phone #: _____
_____	Phone #: _____
_____	Phone #: _____
_____	Phone #: _____

Does your child have any food allergies/dietary restrictions?

Yes _____ No _____

Does your child have any other allergies?

Yes _____ No _____

Does your child have any special needs or concerns?

Yes _____ No _____

Please explain any "yes" answer here:

My child has permission to be released to the following individuals, childcare facilities, or transportation services in addition to emergency contact persons listed above. (Please notify these individuals that they may be asked to show proof of identity).

Name	Relationship

I authorize the facility to secure emergency medical treatment for my child.

Parent's Signature: _____ Date: _____

Date of Admission: _____