



## **Intake Agreement**

### **Hours of Operation**

GEM is open from 7:00 a.m. to 5:30 p.m.

Readiness Preschool hours are from 9:00-11:30 & 12:30-3:00

### **Program Description**

The program is designed to consider the physical, social, emotional, and intellectual needs of the children within a Christian environment. Children in each class shall have access to learning centers regularly throughout the day. Caregivers serve as facilitators to enhance the children's choices.

### **Policy about Children Left After Closing Time**

GEM closes promptly at 5:30 p.m. A charge of \$2.00 per minute will be assessed to any family picking a child up late. If you cannot be reached, someone from your emergency contacts will be contacted. This fee will be charged to your account.

### **Emergency Medical Authorization**

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

### **Sick Child Policy**

If your child becomes ill while at the center, you will be contacted to arrange pick up. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to the center until he/she is symptom free and/or fever free for 24 hours without the use of fever reducing medication such as Tylenol.

### **Field Trips and Excursions**

I give my permission for my child to participate in field trips or other excursions off the premises.

### **Policy about Reporting Suspected Child Abuse**

GEM is required by law to report any suspected child abuse and/or neglect.

### **Policy on Release of a Child to an Intoxicated or Impaired Person**

If an authorized person that the staff suspects is intoxicated or impaired insists on removing a child from the center, the staff will immediately report the incident to the local police agency.

### **Discipline Policy**

GEM uses a positive disciplinary approach with children. Staff communicate to children using positive statements; encourage children, with adult support, to use their own words and solutions to resolve conflicts; and communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.



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### **Release Authorization for Children**

Children will be released only to a parent, or a person named by the parent who has proper identification. Please make sure that a staff member is aware of the child's arrival and departure. Parents shall digitally sign the child in and out daily.

### **Meal Plan**

A breakfast, lunch, and afternoon snack will be served daily. All meals & snacks served must be store bought and in the original container according to State Licensing. All infants must have a feeding plan on file signed by the pediatrician and can be altered by the parent as the child develops. Once the child is on table food, they will be feed according to the GEM weekly meal plan. All meal substitutions will be provided by the parent and will require a doctor's note on file. Make sure we have all allergy information on file. GEM is a nut free facility.

### **Parent Communication**

Parent-teacher conferences are scheduled in the Spring or may be requested at any time. In addition, teachers are always available for on-going communication and parents are always welcome to observe our program as GEM has an open-door policy.

### **Health Examination**

A health examination including a physical & immunizations is required for each child within 12 months prior to admission to GEM or within 30 days after admission on the forms provided. Childcare services must be terminated if the provided health form is not returned within the above stated time.

### **Significant Occurrences or Problems**

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

### **Confidentiality Policy**

All information pertaining to admission, health, family, or discharge of a child is confidential.

### **Withdrawal Policy**

A two (2) weeks' written notice is required when withdrawing your child from GEM. Regular tuition will be charged for 2 weeks if notice is not received. All schedule changes must be approved by the director to ensure proper staffing.

### **Payment Policy**

Tuition is due weekly/monthly depending on your child's program/schedule. If tuition is not paid for the current week/month, your account will be charged a \$20.00 late fee. If your account falls behind, your child will not be able to return to GEM until the account is paid in full. Tuition is due regardless of attendance or holiday.

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Signature of Parent/Guardian

Date