



## Preschool Child Care Agreement Contract

Welcome to New Horizons Preschool. Please read the contract carefully and feel free to discuss any questions that you may have with the director. Please initial each page and sign the acknowledgment at the end of the packet indicating you have read and agree to comply with the policies.

### Enrollment Policy

The following forms must be completed and in the possession of New Horizons Preschool before we can assume responsibility for caring for your child.

Signed Contract, Registration Card and Tuition Agreement.

Physical Exam (Due within 30 days of enrollment, your child cannot be admitted on the 31<sup>st</sup> day)

Immunization Record (a copy of original up to date shot record- due upon enrollment)

Registration fee: \$125 (non-refundable)- the registration fee is yearly.

First Weeks Tuition.

### Hours of Operation

New Horizons Preschool normal business hours are 6:30am-6:00pm, Monday through Friday. You are entitled to a maximum of **TEN** hours of care daily. At this time, our half day program is offered for potty trained children ages 3-5 only. Morning and afternoon snacks as well as lunches are included in tuition.

WE PLEASE ASK THAT CHILDREN ARE DROPPED OFF NO LATER THAN 10AM AS IT CREATES DISTRACTION AND INTERFERES WITH CLASS STRUCTURE AND SCHEDULE.

### Children Served

We provide care for children ages 6 weeks- 5 years. We offer an age appropriate; curriculum based preschool program. We do not discriminate on the basis of political affiliation, religion, race, color, and sex, mental or physical disabilities. Older children through 12 years of age are welcome during summer months.

### Payment Procedures

Payment is to be made on Monday morning for that week's service. All fees are payable whether your child is in attendance or not and are non-refundable. All checks should be made payable to New Horizons Preschool. There are no tuition adjustments for absences due to illnesses or holidays and breaks. Your tuition amount is the same each week or month, regardless of attendance.

Please note that if your child is scheduled for certain days of the week, they must stick to that schedule. If you need care on a day when you are not scheduled, you must first call the office for space availability and drop in rates will apply.

### Registration Fees (non-refundable and non-transferable)

Registration fees are due for all part time and full time children. The registration fee for all new students is \$125.00. The registration fee is due yearly (August). Once you pay your registration fee, and submit your

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desired start date, we will reserve your spot in the classroom. An additional summer registration fee will be charged in May for the summer program if enrolled for summer months.

#### Child Immunization and Physical Policy

Upon enrollment, you must present an updated immunization record for your child. Your child will not be allowed entrance without this document. Immunizations need to be current for children enrolled in the center. If immunizations are delayed for medical reasons, a physician's statement must be provided explaining the reasons for the delay and when the immunizations are expected to be given.

It is a licensing regulation that every child has a physical card signed by a pediatrician/doctor within 30 days of enrollment. Your child will not be admitted in school on the 31st day without this form.

You are required to keep New Horizons Preschool informed of any changes in address, telephone numbers, emergency contacts, and other pertinent information listed on any/all forms

#### Referral Credit

We value and appreciate your support and referrals. If you refer a child who enrolls at New Horizons Preschool, and completes a four week enrollment period, you are awarded a \$100.00 referral credit. Please note referral credits are credited to your account, and are not awarded in cash payments.

#### Special Discounts

New Horizons offers a sibling discount to children. The discount is 10% off the 2<sup>nd</sup> child.

#### Pre-School Half Day Rate

Half Day Pre-School is defined as children who attend between the times of 9:00am-12pm, and do not stay after 12:00pm. If your child is present before 9:00am or stays past 12pm, you will be billed an additional \$6 hourly rate.

#### Drop In Rate

The drop in rate is \$35.00 per day. Your child must be currently enrolled. You must notify the Preschool before your child attends. Admission is subject to space availability.

#### Late Fees:

Tuition is due by the 1st of the month and is to reach the school no later than the 10<sup>th</sup> by 10am. A \$25.00 late fee will be added to all past due accounts. Your child will not be admitted on the 11<sup>th</sup> day without the current month's tuition and late fee paid.

If you are paying weekly for childcare your tuition is due and payable on Monday morning at the time of drop off. If tuition is not received by Wednesday a late fee of \$25.00 will be assessed. Your child will not be admitted on Thursday morning if the tuition and late fees are not paid.

#### Late pick up after 10 hours of care

You are entitled to a maximum of 10 hours of care per day, per our Child Care License. If your child is here more than 10 hours a written warning will be sent home. Additional reoccurrences will result in a \$10 late pick up fee. If this is a consistent problem it may lead to disenrollment of the preschool.

#### Late Pick Up after 6pm

We ask that you call the Center as soon as you know you will be late picking up your child. The late pick-up charge is \$1.00 per minute. If we have not heard from you by 6:15 we will try to contact the emergency contacts to arrange for pickup. If your child is still here at 6:30pm and we have not heard from you, we will contact Child Haven. Your child will not be admitted the next day if the late fees are not paid. This fee is per child. There are NO exceptions. If your child is picked up late more than 3 times you are subject to disenrollment.

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### Bad Check Policy

It is our policy to allow bounced checks to happen only once. If your check comes back a second time you will be required to make tuition payments in cash or by money order for a six month period. Please remember that our return check fee is \$25.00 which will be added to your account in addition to any late fees.

### Two Week Trial Period

New Horizons Preschool cultivates the social, emotional, intellectual and physical development of each child in a warm and loving environment. It is because of this philosophy that we enforce the two week trial period. Your child will be on a two week trial period. During this time if your child bites, runs out of the classroom, leaves school property, or shows extreme aggressive behavior, you may be given notice that your child will be withdrawn. This policy is to protect other children as well as your own child. In some instances your trial period will be extended for another two weeks. There is no second chance for children who leave school property or show extreme aggressive behavior.

### Dress Code

WE LIKE TO GET MESSY AT PRESCHOOL! When dressing your child for preschool, please consider the variety of activities in which they will participate. Please dress your child in comfortable clothes that your child can easily manipulate in the restroom. We use cover-ups for painting with washable paints, markers and stamp pads but clothes still may come home with hard-to-remove spots or stains. We will play outdoors each day except in cases of extreme heat/cold, rainy, or windy weather. Please dress your child appropriately for the weather (which may include a jacket/coat, gloves, hats and boots). Play shoes are recommended. No floppy sandals, please. Girl's dresses must fit appropriately - not too short. New Horizons Preschool is not responsible for lost or broken jewelry. All clothing should be labeled with your child's first and last name. We ask that each child have an extra change of clothing in their backpack.

### Vacation and Sick Policy- Daycare Children Only

Your child must be enrolled in the Center for 6 months before you are eligible for Vacation and Sick Credit. You are required to give a 2 week notice of vacation time; we have vacation request forms in the office. Each year (January thru December) each child who is enrolled in the Center is given two (2) weeks vacation. Any vacation or leave that is not taken within a one year period will be forfeited. Vacation days may not be applied to your final two weeks of childcare nor may they be applied to any outstanding childcare debts you may owe such as late payment fees or drop in charges. Tuition rates are the same regardless of holidays, breaks, and absences. No make-up days are permitted due to absences or holidays. The contracted tuition rate is due for all time taken off other than the 2 weeks vacation (full weeks). If you need to take more than a 2 week vacation, you may withdraw and re-enroll upon return. A new registration fee will apply. We cannot secure a spot for your child.

### Holidays and Vacations

The Center is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Nevada Day, Thanksgiving and the following day. **The center will also be closed for one week for Winter Break in December.** Please see annual school calendar for exact dates. There are no tuition adjustments or makeup days for vacations or holidays and break closures.

### Diapers

If your child is in diapers, you must bring diapers and wipes. You will be notified by the teachers when your supply is low. Children's diapers are changed as needed and checked every 1 ½ to 2 hours, a record of diaper changes is kept daily. We do not have extra supply of diapers so if your child runs out you will be called.

If your child naps, you will be required to bring a crib sheet and blanket for naptime. We supply the nap mat and lots of tender loving care. Please make sure you bring these items every Monday and take them home every Friday to be laundered.

#### Sippy Cups and Bottles

The Health Department requires that all sippy cups and bottles are labeled with your child's full name and date. Please make sure all items are labeled prior to dropping your child off. No bottles are allowed in the 2's room and up.

#### Personal Belongings

Please do not allow your child to bring personal items such as toys. We ask that such items be left at home, unless it is for a specific occasion such as show and tell, however we cannot be held responsible for any items. Your child will be assigned a cubby in the classroom, please check the cubby daily for school projects or newsletters home. Your child may bring a backpack labeled with their name, but this is not a requirement. Please keep all jewelry and makeup at home. Please do not bring plastic bags for the safety of your child.

#### Toilet Training

Toilet Training guidelines are posted in the two year old room and copies are made available when your child is ready to potty train. Children are never punished or forced when toilet training. We work with the parents on toilet training your child.

Please be advised that our policy includes: never to force a child to remain on the toilet for a prolonged period of time or punish a child for wetting or soiling his/her clothing; we will not leave a child unattended while the child is sitting on the toilet; and we will instruct and assist the children in washing their hands after using the toilet. Children must be fully potty trained in order to take advantage of the preschool rate and move in to the Pre-K classrooms (3-5yrs). This includes the half day program.

#### Visitors

We have an open door policy for parents and potential families that are looking for childcare at our center. Our parents are welcome to stop in at any time to visit their child. We encourage parents to come to our classroom parties and special events.

#### Picture Permission

Pictures of the children may be published on New Horizons Preschool Website, newsletters and school-related activities. No child's name will be used. This is for parents who would like to see what the children are doing at preschool or share web site pictures with grandparents, other family members, and friends, as well as promotional materials. By initialing below you are releasing the use of images of your child. You further understand that all rights, titles, and interest in the finished photographs are relinquished and there is no financial remuneration for use of the pictures.

#### Lunch and Snack

New Horizons Preschool provides a morning and an afternoon snack as well as a nutritious lunch with milk. Lunch menus are available in the lobby. If you do not want your child to eat the school's lunch, you are welcome to pack a cold lunch from home.

**Please be sure that the teacher is aware of any allergies and diet restriction.**

#### Nap Time

Nap time is from 12:30pm -2:30pm daily. If your child naps you are required to bring a fitted crib sheet and a small blanket (items need to fit in bag and placed in cabinet, please no big pillows, stuffed animals, etc.). We supply the nap mat and lots of tender loving care. Please make sure you bring these items every Monday and take them home every Friday to be laundered. We do not have a laundry facility to wash sheets and blankets

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### Discipline

Rules at New Horizons Preschool are made for the safety of our children. The staff will use positive, gentle methods of discipline that encourage children to use self-control, self-direction, self-respect, respect for others, and cooperation. Children who are involved with their environment are less apt to experience behavioral difficulties. All discipline will be completed in a loving and caring manner with forgiveness rather than punishment as a goal. The use of physical punishment or harsh language will never be allowed.

We also believe children should be recognized for their good behavior, which also builds confidence and self-esteem. We will always offer praise in a sincere voice and praise a child for both effort and success. For children who do experience difficulties, our policy is to first redirect the child to other activities. With a calm voice and actions, children are reminded of the rules, then redirected and separated from the problem situation. Through direct, caring communication with the child, the teacher will explain the expectations of appropriate behavior and coach the child in some alternate behaviors or strategies. If further intervention is necessary, parents shall be notified and may be required to pick up their child. Our policy is one of loving discipline where clear, safe limits shall be set.

We will follow the below regulations:

1. A licensee of a facility shall enhance a child's behavior through positive guidance, redirection of the child's behavior and the setting of clear-cut limits on behavior.
2. A member, employee or other person associated with a facility shall not, for any reason:
  - (a) Inflict physical punishment, in any manner or form, upon any child;
  - (b) Verbally abuse or threaten a child;
  - (c) Make derogatory remarks about the child or his family;
  - (d) Threaten a child with the loss of love of any person;
  - (e) Threaten a child with punishment by a deity;
  - (f) Subject a child to any form of punishment which pertains to food or rest or restricts the use of a toilet or other bathroom fixture; or
  - (g) Subject a child to any form of punishment by other children. Parental consent to allow any person within the facility to punish a child contrary to the provisions of this section is void.
3. Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:
  - (a) Holding a child's arm to prevent hitting;
  - (b) Physically picking up the child and removing him from the group, and:
    - (1) Sitting with the child until he is ready to play without hitting; or
    - (2) Isolating the child under observation for no more than 10 minutes;
  - (c) Informing the child in a simple, positive manner what conduct is expected while (s)he is in the facility;
  - (d) Praising and recognizing a child who behaves in the expected manner; and
  - (e) Directing a child who is in a situation that is creating problems to a new activity.

“Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.” (NAEYC Code of Ethics)

Children's behavioral issues will be documented on an “Incident Report.” The report must be signed by the parent and will be placed in the child's file. You may request a copy for your records.

If a child damages or destroys school property, parents will assume full financial responsibility for damaged/destroyed items.

### Child Custody

Our center must have copies of all legal documentation on file in case of custody disputes, in order to intervene with non-custodial parents.

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### Birthday and Holiday Celebration Parties

If your child has a birthday during the school year, perhaps you would like to share this special day with the class. You may want to send cookies or cupcakes and all the trimmings. Please notify teachers in advance. We do celebrate holidays with classroom parties! Watch for sign-up sheets and classroom information.

### Complaint Procedures

We are very pleased to have your child at New Horizons Preschool. Please be advised that as a parent you have a right to file a complaint with Child Care Licensing if you feel that the safety of your child or others may be at risk. Before calling licensing, we ask that you please make every effort to resolve your matter with the director first. The number to call for Child Care Licensing is (702) 486-7918. Any substantiated complaint is on file in the office and is available to view upon request.

If any person suspects that child abuse or neglect is occurring in a facility, the person may immediately report his suspicions to the Bureau. Every licensee or employee of a facility who has reason to believe child abuse or neglect is occurring in the facility, in the child's home or elsewhere shall report his beliefs to the appropriate authority as required in NRS 432B.220.

### Medications

The only medication administered by the center director shall be prescribed by a physician.

- The prescribed medications must be in the original pharmacist's bottle, labeled with the child's name, date, name of medication, and amount of medication to be given. If eye or ear drops or diapering medication does not have the pharmacist's label on it, the medicine will not be administered.
- Over the counter or physician's sample medications will only be given if the physician writes a prescription for it. The physician's prescription must include the child's name, date, name of medication, amount to be given, and physician's name, signature and phone number.
- Medications will be administered once daily at 12:00 noon. If the medication is not administered at noon (in the event the child is sleeping), the time administered will be noted on the medication request form.
- Parents must complete and sign a medication request form each week.

### Sickness or Illness

We are not licensed to care for ill children therefore, state law requires that your child remain out of the Center if ill. Children who have the following symptoms will be excluded from the child care setting until a physician has certified in writing that the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children, or the child is symptom free for 24 hours. Should the children be exposed to a communicable disease at preschool, a notice will be posted to inform the other parents.

Fever - 100 degrees or over (taken under the arm), especially if accompanied by other symptoms, such as vomiting, sore throat, diarrhea, headache, stiff neck, or undiagnosed rash

Respiratory Symptoms- Difficult or rapid breathing or severe coughing; or if the child makes a high-pitched croupy or whooping sound after he/she coughs, or if the child is unable to lie comfortably due to a continuous cough

Diarrhea- An increased number of abnormally loose stools in the previous 12 hours or 2 episodes at the center. Observe the child for other symptoms, such as a fever, abdominal pain or vomiting

Vomiting- Two or more episodes of vomiting within the previous 12 hours or one episode at the center

Eye/Nose Drainage- Thick mucus or pus draining from the eye or nose

Sore throat- Sore throat, especially when the child has a fever or swollen glands in the neck

Skin Problems- Skin rashes, undiagnosed or contagious. Infected sores with crusty yellow or green drainage which cannot be covered by clothing or bandages.

Itching- Persistent itching (or scratching) of body or scalp.

Appearance/Behavior- Child looks or acts differently; unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken.

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Unusual Color- yellow skin or eyes (jaundice); gray or white stool; dark or tea colored urine. These symptoms can indicate hepatitis and should be evaluated by a physician.

Any child in attendance who becomes ill or has not fully recovered from an illness, shall be immediately isolated from the group. A parent or individual authorized by the parent shall be notified to remove the child from the facility immediately.

Cold, Tonsillitis, Flu - child may come back after fever is completely gone (24 hours) - Thick running noses are not permitted. Children are expected to use tissues provided by the school.

Breathing treatments require a doctor's note with instructions in order to be administered. Every attempt will be made to give the child the breathing treatment at the designated time.

### CPR and First Aid

All staff members at New Horizons Preschool are trained and certified in child CPR and first aid. In addition, all staff members are required to take classes in Signs of Illness, Recognizing and Reporting Abuse, Curriculum and Wellness courses and complete 15 hours of additional training each year. All staff members are required to have a current Sheriff Card and TB test prior to employment.

### Withdrawal Policy

If you wish to withdraw your child from New Horizons Preschool please keep in mind the following policies:

- You must provide a two weeks written notice to withdrawal
- If written notification is not provided, you will be required to pay all fees for the program in which your child was scheduled to attend
- If your child is absent from the program for two weeks and you do not call to notify us, your child will be automatically withdrawn and can only be readmitted if space is available. You are fully responsible for the two weeks tuition
- If you wish to re-enroll, an additional Registration Fee will be due
- Vacation credit CANNOT be used for the last two weeks of attendance
- Late fees will be added according to the contract if you fail to pay the last two weeks tuition.
- You will be responsible for all late fees, collection fees, interest, and legal fees that accrue in the time it takes to collect the debt if you fail to pay

### Arrivals and Departures

Your preschool child must be brought into the school and clocked in upon arrival by the parent or adult bringing him/her to school. Your child must also be clocked out by the adult picking him/her up at the end of the day. All persons picking up children must be a parent/guardian or authorized escort listed on the registration card. The release must be kept current at all times. NO person will be allowed to transport your child unless his/her name appears on the registration card or special written permission is on file at the facility. A photo ID will be required before the child is released.

### Dismissal Policy

New Horizons Preschool reserves the right to request that alternative childcare arrangements are made if it is determined that a child's needs cannot be met, or the child has not adjusted to the group care provided at the Center. New Horizons also reserves the right to require alternative childcare arrangements if your child's behavior is disruptive to the program or poses an unsafe situation for your child or other children in the Center.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or city regulation, or fail to follow any New Horizons Preschool Policies or Procedures it may be necessary to dismiss your child(ren) from the Center. New Horizons Preschool ultimately reserves the right to disenroll any child with/without cause or notice.

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Alcohol and Tobacco Use

It is our responsibility to provide a safe and healthy environment for each child. We maintain a drug, tobacco, and alcohol free facility. The use of alcohol, drugs, or tobacco is strictly forbidden anywhere in the buildings or on the grounds of the Center by staff, parents, and visitors.

Child-Abuse

Nevada state law requires Child Care providers to report any suspicion of child abuse, neglect, or exploitation. All aspects of such situations are kept confidential and are handled in a professional manner by staff. The child abuse hotline number is 1-800-992-5757. Each staff member at New Horizons is a mandated reporter.

Transportation To and From School:

At this time we do not offer transportation to or from school.

Emergency Drills

Emergency drills are conducted regularly to be in compliance with Licensing and to acquaint your child with emergency and evacuation procedures. We conduct monthly fire drills, and emergency preparedness drills every 3 months. All staff members are trained to handle emergencies and evacuations.

Injuries

We take precautions to prevent childhood accidents. We check each room and the playground daily before children arrive to ensure the grounds are safe and meet all requirements. We also talk to children about safety. However, accidents do happen, the procedures are outlined below:

Minor Injuries:

In the event a minor accident or injury occurs, a staff member will administer first aid and fill out an "Injury Report." This form is to be signed by the parent to acknowledge that the situation was reported to you and will be placed in the child's file. You may request a copy of the report for your records. If the injury is serious you will be notified immediately.

Serious Accidents:

In the event a child receives a more serious injury, bump, or possible need for stitches, we will administer first aid and notify you immediately so you can seek a doctor's care if necessary. An "Injury Report" will be filled out and signed by the parent and placed in the child's file. If we cannot reach you or your child's doctor and we feel immediate medical attention is needed, we will call an ambulance or transport the child to an emergency facility in the company of a staff member.

Emergency Situations:

Whenever a child is bleeding severely, unconscious, not breathing or a broken bone is suspected; we will administer first aid, call 911 for an ambulance and notify you immediately. A written report of all serious accidents and emergencies is kept on file in the preschool office in the child's file and reported to Licensing.

We welcome your thoughts on improvements or any concerns in efforts to avoid other incidents.

**Emergency Plan:**

The State of Nevada requires that we must have an appropriate plan to ensure that we are prepared to respond to an emergency, including without limitation, a fire or natural disaster. We are required to conduct monthly fire drills and quarterly emergency preparedness drills, to keep staff and children prepared.



Our emergency evacuation site is Bonanza High School (Multipurpose Room) located ¼ mile South on Redwood at 6665 W. Del Rey Ave. 799-4000 or the West Charleston Library located 1 mile East on Charleston at 6301 W. Charleston Blvd 878-3682

**Infant Care:**

Infants are fed on an on demand schedule, unless the parent defines a specific schedule for the teachers to follow. We check diapers hourly and do change them as needed. Please make sure to send enough diapers, we do have storage space for your child’s personal items. Please make sure to sign the diaper cream permission slip in this packet if you wish for your child to receive the cream. Please do not send baby powder because we are not permitted to administer it according to Health Department regulations. Please make sure to provide extra changes of clothing in case of accidents. Children sleep in a clean, disinfected crib on their own bedding which is provided by the parent. Please send a tight fitting crib sheet. We ask that you take it home weekly for washing or we will send it home sooner if it becomes soiled. We place all infants on their back for sleeping according to SIDS recommendations. Infants sleep according to their own needs. Sleeping and eating patterns each day will be sent home on a daily report.

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**Permission to Transport**

In the event of an emergency, I give New Horizons Preschool permission to transport my child to a safe location. I have read the emergency preparedness plan and agree that New Horizons Preschool staff will transport children using their personal vehicles; I understand that the safety of the children is the primary concern.

I give my child \_\_\_\_\_ permission to be transported by the staff of New Horizons Preschool in the event of an emergency.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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**Allergy Information**

My child \_\_\_\_\_ has no known allergies.

My child \_\_\_\_\_ is allergic.

He/She is allergic to:

Please list any special needs of your child:

Past serious illnesses or hospitalizations and date: \_\_\_\_\_

Does your child have any special problems or fears? Explain: \_\_\_\_\_

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Are the problems serious enough to restrict your child's activities? Yes No

Explain: \_\_\_\_\_

Describe, if any, special care required: \_\_\_\_\_

Is your child currently taking prescribed medication? Yes No

If yes, for what reason? Is it a chronic illness? Yes No

What is the name of the medication? \_\_\_\_\_

Please be advised that in order for us to give medication to your child we will need a doctor's note providing specific information such as the name of medication, dosage, frequency, doctor's name and phone number. If it is ongoing, please have the doctor indicate it is ongoing. You also need a doctor's note for Tylenol and other over the counter medication per Licensing and Health Department regulations.

You will also be required to fill out a permission slip for diaper cream and sunscreen if you would like them to be applied.

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**CONSENT FOR MEDICAL TREATMENT**

In the event of an emergency, New Horizons Preschool has my permission to call an ambulance or to take my child to any available physician or hospital at my expense. Yes No

In the event of an emergency, my child may receive first aid. Yes No

In the event of an emergency, the person named below has my permission to call my doctor

\_\_\_\_\_ (Name and Phone number) and, if necessary, give consent to any doctor or hospital to administer medical or surgical treatment and care for my child at my expense. Yes No

SIGNATURE OF PARENT: \_\_\_\_\_

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**FIELD TRIP PERMIT**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

I understand that during the year my child may take part in field trips and educational excursions, either by bus, private car, or on foot. I further understand that my child will be chaperoned by a responsible adult at all times while away from the facility. Should any accident occur while my child is away from the facility on the aforementioned trip, I shall not hold the child's caretaker, members of the facility and its employees, nor any participating adult responsible.

SIGNATURE OF PARENT: \_\_\_\_\_

I do not wish my child to take part in the aforementioned field trips or educational excursions.

SIGNATURE OF PARENT: \_\_\_\_\_

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**SUNSCREEN PERMISSION SLIP**

I, \_\_\_\_\_, give permission to apply sunscreen to my child. I understand that I must supply the sunscreen to New Horizons labeled with my child's first and last name. The sunscreen must be a non-prescription topical that we will apply according to the directions on the bottle.

SIGNATURE OF PARENT: \_\_\_\_\_

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**PERMISSION TO RELEASE INFORMATION**

I understand that my child, \_\_\_\_\_, is in a facility in which the director may be asked for information regarding my child. I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare or other governmental officials.

SIGNATURE OF PARENT: \_\_\_\_\_

I do not give permission to release information about my child as set forth in the aforementioned statement. I realize that the Bureau of Services for Child Care has access to my child's record as the licensing agent.

SIGNATURE OF PARENT: \_\_\_\_\_

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**Chemical Air Freshener Notification**

At times, New Horizons Preschool uses chemical air fresheners during our regular business hours.

**Pest Control Notification**

New Horizons Preschool has a pest control service that monitors and treats the facility monthly. This service is provided by a licensed pest control operator. All chemicals are approved by the State of Nevada Department of Agriculture and are stored off-site. The treatment is applied the first of each month.

SIGNATURE OF PARENT: \_\_\_\_\_

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**NRS.178**

I am aware that I have the right to request and view any complaints the facility has received within the last 12 months of my child's(ren's) enrollment.

SIGNATURE OF PARENT: \_\_\_\_\_

**Diaper Cream Permission Slip**

I, \_\_\_\_\_, give permission to apply non- prescription ointment to my child. I understand that I must supply the diaper cream to New Horizons labeled with my child’s first and last name. The diaper cream must be a non-prescription topical that is free of anti-fungal, steroidal, or antibiotic components. The cream will be applied according to the directions on the bottle. In the event prescription cream is needed, a doctor’s note must be given. Please do not bring baby powder because it is not permitted according to Health Department regulations.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

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**Sudden Infant Death Syndrome (SIDS acknowledgment)**

Infants shall be placed on their backs for sleeping. Their heads shall remain uncovered during sleep. We are required to inform the parent or guardian of the significant risk of Sudden Infants Death Syndrome (SIDS) associated with laying infants/toddlers on their abdomens to sleep. We are not permitted to use fluffy blankets, comforters, waterbeds, sheepskin, a pillow or other soft material have been known to contribute to infant/toddler death from smothering. Please bring a tight fitting sheet for mattresses in the infant/pre-toddler room.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

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I have read, understood and acknowledged receipt of these child care rules. I understand New Horizons Preschool may change their policies at any time by giving a one week written notice. I agree to the financial, terms, conditions, and fees listed in this agreement. I agree to accept financial responsibility for damages done to the Center or property by my child. By signing below I am further authorizing the Staff and Director of New Horizons to give consent for any and all necessary emergency medical and First Aid care for my child while in New Horizons care. In the event of an emergency, I give New Horizons permission to seek medical attention if I cannot be reached and to hold harmless and release all liability from New Horizons. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child. I will immediately inform the office of any changes in my address, phone number, or emergency contacts. I will abide by the policies set forth in the handbook. I further agree to emergency transportation and realize that this may become necessary.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# HEALTH STATEMENT

**Please return or fax to: New Horizons Preschool 702-880-7524**

To be filled out by a local doctor. Form must be completed in its entirety. Please stamp if possible. Must be completed within the first 30 days of enrollment.

CHILD'S NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

PARENT'S ADDRESS: \_\_\_\_\_

STATUS OF THE ABOVE CHILD'S HEALTH \_\_\_\_\_

ANY KNOWN CONDITIONS UNDER TREATMENT \_\_\_\_\_

CHILD IS CAPABLE OF ADJUSTING TO PROGRAMS OF THE CHILD CARE FACILITY      Yes or No  
REASON \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ SIGNED DATE \_\_\_\_\_ (M.D. Or R.N.)

Doctor address: \_\_\_\_\_

Doctor Phone Number: \_\_\_\_\_

### New Horizons Preschool Registration Card

Child's Last Name First Name Middle Name Birthdate

Child's Residence Address Primary Phone Number

Mother's Name Address (If different from above) Mother's Phone Number

Mother's Employer Mother's Business Phone

Father's Name Address (If different from above) Father's Phone Number

Father's Employer Father's Business Phone

Mother's E-Mail Address Father's E-Mail Address

**List authorized escorts other than the parent, or persons who may be called in case of an emergency. Contacts must be in state and have information completed.**

1. Name Phone

2. Name Phone

3. Name Phone

4. Name Phone

List names and dates of contagious diseases child has had and/or any health problems which may affect the child's care: \_\_\_\_\_

In the event of an accident or illness to the above-mentioned child, I do hereby authorize New Horizons Preschool to secure any necessary emergency surgical or medical care.

Child's Physician: \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Signature of Parent

Date

Revised 1/2019

\_\_\_\_\_ Fall Registration \_\_\_\_\_ Summer Registration Start Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

**Infants** (6 weeks to 12 months)  
3 Days a Week = \$540 Monthly  
5 Days a Week = \$720 Monthly

**Toddlers** (12 months to 24 months)  
3 Days a Week = \$500 Monthly  
5 Days a Week = \$680 Monthly

**Two's** (24 months & up)  
3 Days a Week = \$480 Monthly  
5 Days a Week = \$640 Monthly

**Preschool & Prekindergarten**  
3 Days a Week = \$420 Monthly  
5 Days a Week = \$600 Monthly  
**\* Must be Fully Potty trained**

**Half Day 9:00am to 12pm**  
**Preschool & Prekindergarten only**  
3 Days a Week = \$275 Monthly  
5 Days a Week = \$325 Monthly  
**\* Must be Fully Potty trained**

### Tuition & Fee Schedule

Infant \_\_\_\_\_ Toddler \_\_\_\_\_ Two \_\_\_\_\_ Preschool \_\_\_\_\_ Pre-Kindergarten \_\_\_\_\_

\_\_\_\_\_ **Half Days: 9:00 AM to 12pm** \_\_\_\_\_ **Full Days: 6:30 AM to 6:00 PM**

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

I understand my child's tuition is in the amount of \$ \_\_\_\_\_ **Monthly**

A registration of: **\$125** is due at time of enrollment

**Payment Designation:** Tuition is payable by Check, Cash, Money Order or Cashier's Check.

**I / We the parents/guardians of the student/s listed below have carefully read the financial agreement and fully understand its terms and conditions. I / We further agree to pre-pay and meet all financial obligations, as stated within this agreement.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

For Office Use Only:

Total fees due: \_\_\_\_\_ Fees paid: \_\_\_\_\_ Check # \_\_\_\_\_ Classroom: \_\_\_\_\_