

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES BUREAU OF COMMUNITY FOOD & NUTRITION ASSISTANCE

CHILD CARE ENROLLMENT FORM

CHILD CARE ENROLLMENT FORM		DISCHARGE DATE
FACILITY/PROVIDER NAME	ADMISSION DATE	DISTURBLE
CHILD'S NAME	GENDER	BIRTHDATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
TOTAL CANCELLA CONTRACTION		
IDENTIFYING INFORMATION MOTHER'S/GUARDIAN'S NAME	TELEPHONE NUMBER	
ADDRESS (STREET, CITY, STATE, ZIF CODE) OR CHECK IF SAME AS ABOVE		•
E-MAIL ADDRESS		
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE	
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER	
FATHER'S/GUARDIAN'S NAME	TELEPHONE NUMBER	
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE		
E-MAIL ADDRESS		
EMPLOYER OR SCHOOL	WORK/SCHOOL SCHEDULE	
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER	•
EMERGENCY CONTACT AND PERSONS AUTHORIZED TO T	AKE CHILD FROM FACILIT	Y
(OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT AND PERSONS ACTIONLESS (OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT.	RELATIONSHIP TO CHILD T	elephone number(s)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD T	ELEPHONE NUMBER(5)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
COMMENTS ON CHILD'S DEVELOPMENT	ITS & INDIVIDUAL NEEDS)
(PERSONAL DEVELOPMENT, BEHAVIOR, PATTERNS, HAB	1137-01115-115-115	

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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or

	RELATED CHILD		HOW IS CHILD RELATED TO CHILD CA	DE BBOYADES		
	☐YES ☐NO		HOM IZ CHITD KETALED LO CHITD CA	(E) NOVIDER		
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			CHILD USUALLY ARRIVE	YOUR CHILD USUAL		ATTENDANCE INTHIS
	CHECK WHAT DAY		EACH DAY?	LEAVE EACH DAY?	SECTION	ON INCLUDING SHIFT CHANGES
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	MONDAY	<u> </u>	Пам Прм			
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Z	WEDNESDAY	□□	ДАМ ДРМ		PM	
CACFP REQUIREENT	THURSDAY		ДАМ ДРМ		PM	
CACFP	FRIDAY		ПАМ ПРМ		PM	
EQ	SATURDAY		□АМ □РМ		PM	
œ	SUNDAY	П	□АМ □РМ		PM	
	CHECK THE MEA	SYOU	R CHILD IS USUALLY GIV	EN AT THIS FACILIT	Y	the state is all a significant to the same
	BREAKFAST IN	ORNING	SNACK LUNCH AFTER	NOON SNACK SUP	PER EVENIN	G SNACK □NONE
			OUR CHILD IS IN CARE A			
	NEW YEAR'S DAY		MARTIN LUTHER KING	PRESIDENT'S D	AY 🔲	EASTER
	(JANUARY)		JR.'S BIRTHDAY	(FEBRUARY)		(MARCH/APRIL)
			(JANUARY)	T LABOR DAY	12	COLUMBUS DAY
	MEMORIAL DAY		INDEPENDENCE DAY (JULY)	(SEPTEMBER)		(OCTOBER)
	(MAY) VETERANS DAY		ELECTION DAY	THANKSGIVING		CHRISTMAS DAY
	(NOVEMBER)		(NOVEMBER)	(NOVEMBER)		(DECEMBER)
AII	THORIZATION FOR F	MERGE	NCY MEDICAL CARE			
	DEDCTAND THAT I MILL D	E MOTIE	ED AT ONCE IN CASE OF AN EN	MERGENCY WITH MY C	HILD, AND I WIL	LMAKE
		AL CADE	DE MAY CHILD MAITH THE PHYSII	TAN OR HUSPITAL OF	IVIT CHUICL.	
		MAKE NE	CESSARY ARRANGEMENT, OR	IN A CRITICAL EVILAGI	INC! RECORDIN	
AUΠ	HORIZE					
			(LIST CHILDCARE FACILIT	Y NAME HERE)		1
TO	CONTACT THE FOLLOWING	G:				
			PHYSICIAN C	R CLINIC		
NAME				TE	LEPHONE NUMBER	
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NAME				115	LEPHÒNE NUMBER	
AC	KNOWLEDGEMENTS				The state of the s	PARENT/GUARDIAN INITIALS
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1	DICCUADEE OF CHILDREN					PARENT/GUARDIAN INITIALS
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		OUP CHI	LD CARE HOWILS AND CLIFTCH			ALC:
C	REVIEW.	/F AGREE	D ON A PLAN FOR CONTINUIN	G COMMUNICATION	REGARDING	PARENT/GUARDIAN INITIALS
1	MY CHILD'S DEVELOPMENT, BEHAVIOR, AND INDIVIDUAL NEEDS.					
D	D WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR PARENT/GUARDIAN INTRIAS					
1	DES ASIN IN CADE					
E	THAT DEFORE THE EIRST DAY OF ALLENDANCE BY WILL THOUGHT INCOME.					
	OF COMPLETED AGE-APPROPRIATE IMMUNIZATIONS OR EXEMPTION FROM IMMUNIZATIONS. F I DO DO NOT GIVE PREMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE					
				THE CASE OF THE PROPERTY.	I AAITT TIT	I
F	I ☐DO ☐DO NOT GIV	E PREMIS	SSION FOR FIELD TRIPS/EXCUR	310143. 1 0145 2.15 11 11 11		
F G	NOTIFIED IN ADVANCE W	HEN THE	SSION FOR FIELD TRIPS/EXCUR EY ARE PLANNED. SSION FOR THE FACILITY TO TR			PARENT/GUARDIAN INITIALS

H	ENROLLING A CHILD LESS THAN	AVE RECEIVED A COPY OF THE FACILITY'S SAFE SLEEP POLICY WHEN ONE (1) YEAR OF AGE.	PARENT/GUARDIAN INITIALS PARENT/GUARDIAN INITIALS
I	I HAVE BEEN NOTIFIED THAT I N AFTER WHETHER THERE ARE CH WHOM AN IMMUNIZATION EXE	PARCIAL GUARDIAN INTIALS	
PAREN	T'S/GUARDIAN'S SIGNATURE		DATE
	FIRST ANNUAL UPDATE	PARENT/GUARIAN SIGNATURE	DATE
CACFP	SECOND ANNUAL UPDATE	PARENT/GUARIAN SIGNATURE	DATE
CA	SECOND ANNUAL UPDATE THIRD ANNUAL UPDATE	PARENT/GUARIAN SIGNATURE	DATE

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- Email: program.intake@usda.gov.

This institution is an equal opportunity provider.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES BUREAU OF COMMUNITY FOOD AND NUTRITION ASSISTANCE CHILD AND ADULT CARE FOOD PROGRAM

INCOME ELIGIBILITY FORM FOR CHILD CARE CENTERS

to apply for free or I	educed-price meal eligibili	ty benefits for	r your child(ren), pleas	e fill out this to	omi and return	TILLU LITU U		
TART 4: CHILDRE	N ENROLLED AT THE CH	IILD CARE C	CENTER				A1-4-	nna Droams	m (ŚNIAD)
. I in Engation	N ENROLLED AT THE CH in below for children enrolle ip) or Temporary Assistand not provide a SNAP case	ed at the cent	ter. It child(r	en) are re funded by ssistance	ceiving Supple TANF), compl case number f	mental Nutriti ete Parts 1, 3 or all of the c	on Assista , and 4 onl hildren lis	y. Complete sted in Part RARY ASSI	e Parts 1,
	(first and last)	FOSTER CHILD	BIRTH	DATE	CASE N	NP JMBER	C	ASE NUMB	ER
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			11	,					
PART 2: HOUSEH	OLD AND INCOME INFO	RMATION			- 4	4			
	the household not including the household before deduction age earner cannot be offset tances, you may provide to onthe. Foster children may	a projection of the be eligible re	of your curre egardless of	ent annual househol		gular self-emp ntact the cente			
		GROSS \	WAGES	WELF.	ARE, CHILD RT, ALIMONY	PENSIO RETIREMENT SECUR	SOCIAL	оті	HER
HOUSEH	OLD MEMBERS			0011		•			
	ETHNIC INFORMATION (You are not	required to a	nswer this	s section)				
PART 3: RACIAL	ETHNIC INFORMATION	NO NO	required to t	and the same				OTUED	
Are you of Hispanio	or Latino origin? YES	AMERICAN IN	DIAN A	SIAN	BLACK OR AFRICAS AMERICA		AWAIIAN OR IFIC ISLANDE	R CITER	WHITE
	(Select one or more)	OR ALASKA N			1	· .	П		
PART 4: SIGNAT	URE information provided is correction, and that deliberate r	Lundorstand	that this infor	mation is be	ing given in con	nection with the	receipt of fe	deral funds, ti	nat institution
I hereby certify that all	information provided is correct formation, and that deliberate r	nisrepresentati	on may subje	ct me to pro	secution under	applicable state	and federal	laws.	
SIGNATURE OF ADULT	FAMILY MEMBER		SECURITY N	IMBER (LAS	T 4 DIGITS ONLY)		7 -	1	
PRINTED NAME OF AD	ULT	ADDRE	ess			I	HONE NUM!	- -	
does not possess a s number are not provi identify the househol through program revi certification for receil	onal School Lunch Act require ocial security number of the acocial security number. Provising ded or an indication is not made of a member in carrying out efforews and investigations, and mat of SNAP or Temporary Assipumentation produced by the hove claims, or legal actions if in INCOME:	on of the last fo de that the sign rts to verify the ay include cont stance benefits ousehold mem correct informa	ur digits of a some has none a accuracy of tacting employs, contacting their to providation is reported. OR GENTY N (CHECK ONE	the application the application of the application of the state error at the amount of the state of of the s	ny number is ny tantan'i be a stated on the ap mine income, or apployment securat of income rece	ipproved. The plication. Thes ontacting a SNA ity office to detrived. These eff	social securi e verification P or welfare ermine the a forts may re	ity number may a efforts may office to determine the control of beneath in a loss of the control	ay be used to be carried out armine currents
SIZE:	YE	AR MONTH		ONTH E	VERY 2 WEEKS	WEEKLY S	SNAP (Food S	папр) А	
	action: D Free D Re	educed \square	Paid				DATE		
mi-ihilita . Datamai									
Eligibility Determin	indioin		•				DATE		

MO 580-1314 (2-11) USDA is an equal opportunity provider, employer, and lender.

Authorization For Emergency Care and Transportation

Child's Name	
If, at any time, due to such circumstances as an injury or sudden illness of unforeseen emergency, medical treatment is necessary, I authorize Tend Center #4 to take whatever emergency measures they deem necessary for my child while in their care.	dercare Learning
I understand that a natural or deliberate disaster or emergency may resumy child to be transported to another location for safety.	alt in the need for
I understand that this may involve contacting a doctor, interpreting and or her instructions, and transporting my child to a hospital or doctor's of the possible use of an ambulance located at	
Or the doctor contacted will be	
I understand that this may be done prior to contacting me, and that any for such treatment, including ambulance fees, is my responsibility.	expense incurred
Χ	
Parent/ Guardian Signature	Date
X Tendercare Learning Center #4	. '
	Date

Tendercare Policies

Please be sure you have read and understand the below policies. Please initial beside each policy and sign at the bottom

Tuition is due on Friday before childcare is provided. A \$25 late fee will apply for accounts not paid before Tuesday. If your account falls one week behind, you will have to withdraw your child until tuition is current. This includes state co-pays. If a collections or small claims court is needed to collect these funds, you will be responsible for any additional expenses that occur.
Tuition credit is not given for absences due to illness or holidays or behavioral instances. However, after one year of enrollment each family will receive five vacation days.
All children must be escorted inside the building by an adult. We will only release children to adults on the authorized release form. Parents must sign their child in and out each day.
In order to keep all of our children healthy, it is our policy that your child be fever, diarrhea and vomit free for at least 24 hours before returning to the center if sent home.
Each parent will need to supply a complete change of clothing, diapers if applicable, wipes and a blanket to be kept at school.
Toys, cell phones and gaming systems should not be brought to the center. We provide a large variety of age-appropriate, educational toys and manipulatives.
All files must always be kept current to be in compliance with state laws. Please inform us of any changes in medications, phone, address or contact information. Immunizations, medical forms and DFS contract must be kept up-to-date
All medications brought into the center must be given to the director. A medical form must be completed and signed by the guardian in order for us to administer the medication to the child. The medication must be in the original bottle with your child's name on italong with instructions.
Should a serious medical condition occur, we will make an immediate attempt to contact you or your emergency contact. If we are unable to reach either, we will call for emergency assistance 911. Parents will assume responsibility for any resulting expenses.
—Our center is open from 6 AM to 6 PM Monday through Friday. Late charges will apply at the rate of one dollar(\$1) per minute per child after 6 PM. These fees are due upon pick up. Family services will be contacted for any child left after 7 PM.
—Our drop off time is 9:30 AM. If your child will be arriving later than this time, for a doctors appointment etc. please call and notify the center. If you do not call by 930, your child will not be admitted. Students will not be admitted after 12 PM.
—If a child is unable to adjust or is having discipline issues after a reasonable manner of time, the director reserves the right to request a withdrawal of the child.
Parent or Guardians Signature with date:

Tendercare Fee Agreement

My chil	d,			$_{}$ will be a	ttending Tende	rcare Learning Center on the following
days:						
			Re	gistration fee: \$	100.00	
(Circle [Days Attending)	Monday	Tuesday	Wednesday	Thursday	Friday
PL	AN 1 – Daily					
toddler advance before t	s in space is ava e. A Minium of the week of card d by Tuesday (so	ilable. Day three days e. A late fe	s of attendan will be charg e of \$ 25.00 v	ce must be the s ged to your acco vill be charged t	same every wee ount regardless o your account	This is ONLY available for infants and ek or we must have a schedule a week i of attendance. Tuition is due the Friday for ANY outstanding balances NOT cancelled if space is needed for full-times.
Plai	n 2- Weekly					
						k of care. A late fee of \$25.00 will be day (service week) at 10:00 AM.
Pla	an 3- State Assis	stance				
State co	entract amount:	t	Sliding Fee/d	lay \$	Co-pay/Wk.\$	
Total pa	rent responsibi	lity: \$	per w	eek		
Contrac	t start date:	End	date: <i>F</i>	Approved hours:	Appro	ved Days:
•	allowed for mis account for AN There are no re enrollment. I understand th current to cont I understand th before continui	ssing days. Y outstand efunds for reat childcar inue receive fee is \$ 4 ing services	Tuition is due ing balances missing days on the services will wing services. 10.00 for an No.	e the Friday befo NOT received by or Holidays. Each Il be suspended ISF (non-sufficie	ore care. A late of Tuesday (serving family will reconstituted and the constituted and the case of the	iss of my child's attendance. No refunds fee of \$ 25.00 will be charged to your ice week) at 10:00 AM. eive 5 vacation days after one year of amounts are paid. All accounts must be and must be paid in full with tuition hild after 6:00 PM.
	Parent signatur	·e:				Date:
	Director's Signs	aturo:			г	Date:



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

SCHOOL-AGE CHILD HEALTH REPORT

SCHOOL-AGE CHILD HEALTH NEI OF	
IDENTIFYING INFORMATION CHILD'S NAME	BIRTHDATE
OTHER OTALINE	
HEALTH STATEMENT (CHECK ONE)	
	,
☐ My child is in good health, is able to participate in group care,	has no special health or medical requirements.
La Wiy Grilla io in good rioding to access personal of	
	W. J William outs on listed helpw
☐ My child is able to participate in group care but has special he	earth of medical requirements as listed bolow.
THE PARTY OF THE P	INDEMENTS
SCHOOL-AGE CHILD'S SPECIAL HEALTH OR MEDICAL REQ	IRONIC HEALTH PROBLEMS (SUCH AS ASTHMA, SEIZURES), BEHAVIORAL DISORDERS,
PLEASE LIST ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUSIVE SPECIAL NEEDS, ETC.	
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PARENT OR LEGAL GUARDIAN SIGNATURE	DATE
PAKENT OK LEGAL GUANDIAN GIGHT TOTAL	•

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities, inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VIITItile VIITItile IXI504/ADAAAI/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilinghts@dese.mo.qov.

Tendercare Learning Center strives to provide quality childcare that promotes fairness, stability, and consistency. In this effort, we must all abide by a code of conduct. This code of conduct not only affects each individual, it affects the center as a whole. The behaviors and attitudes of all of us can change the otherwise inviting environment here at Tendercare.

Certain offenses will not be tolerated at Tendercare. Behaviors such as, but not limited to, fighting, pushing, yelling, teasing, bullying, inappropriate language, inappropriate touching, and an inability to listen and follow directions will not be accepted.

We will make every effort to work with the parents and children displaying chronic disruptive behavior. We are here to serve and protect all of our children. Children displaying chronic behavior which has been determined to be upsetting to the physical or emotional being of another child will be subject to the following actions:

Initial Consultation

- a. Tendercare will warn child
- b. The problem will be defined on paper and parent notified
- c. Loss of privilege will occur
- d. Goals and/or strategies will be established to help find a solution to discourage future problem behavior.

2. Second Consultation

- a. Parent will be notified and child will be removed from our center for the remainder of the day. (Must be picked up within one hour)
- Goals and/or strategies will once again be assessed, and a parent conference will be required.

3. Suspension

- a. When the previous attempts have been followed and no progress has been made towards solving the problem, the child will be suspended indefinitely.
- b. Tendercare may immediately suspend a child if he/she exhibits behavior which is harmful to himself/herself or others.
- c. A parent may be called from work anytime to remove a child if their behavior cannot be modified by the staff at Tendercare. if this does occur, a meeting between the center director, the caregiver and parent must be scheduled prior to the child returning.

I have read and understand the consequences of my child's behavior. I take full responsibility for the outcome of the choices.

Parent Sig	nature	Date
		×
	-	,

Permission to Photograph

7

l,	, give permission for Tende	ercare to photograph my child,
	for the follow	wing purposes:
Type of Uses:	Grant Permission (Initial)	Decline Permission (Initial)
Still Photographs		
Dîsplay in my personal		
scrapbook		
Give photographs possibly		
containing your child to current		
clients		
Display in facilities scrapbook or	2	
bulletin boards, shown to		
cyrrent prospective clients		
Display still photos on child care		
website		
Post photos on child cares		
Facebook-page :		
Other:		
Other:		
Videos:		
Give video to current parents		, i
You Tube promotional video		
Other:	•	
Other(please list):		
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	,	
Only first names and possible last i ame) will be displayed on the facili	ty website,	
understand that is my responsibilit ne or more of the above uses. I agn nrollment.	y to update this form in the eve ee that this form will remain in	nt that I no longer wish to authorize effect during the term of my child's
gned:		
arent or Guardian signature)	(Dat	te)

MY FIRST DAY

Welcome to Tendercare Learning Center.

Below is a list of things that your child/children will need for their first day.

- 1. Completed Enrollment Packet
- 2. Updated shot record
- 3. Labeled Crib Sheet and Blanket
- 4. Extra Change of Clothes
- 5. Diapers and Wipes (if needed)
- 6. Weekly Tuition Payment

