



# Sandy's Kidz Learning Center

1810 Avenue F Bogalusa, LA 70427  
(985) 735-8350

Admit Date: \_\_\_\_\_

## REGISTRATION FORM

Child's Name: \_\_\_\_\_ Gender: \_\_\_\_\_ D.O.B. \_\_\_\_\_

	MOTHER'S INFO	FATHER'S INFO
Name:		
Address:		
Employer:		
Home Phone #:		
Work Phone #:		
Cell Phone #:		

Person with whom the child lives: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Doctor's Phone #: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Dentist Phone #: \_\_\_\_\_

## EMERGENCY CONTACT LIST

NAME	RELATIONSHIP TO CHILD	PHONE #

Form continues on next page...

# REGISTRATION FORM (Continued)

PLEASE CIRCLE THE CORRECT RESPONSE:

- Does your child have any food allergies? YES NO
- Does your child have any other allergies? YES NO
- Does your child have any dietary restrictions? YES NO
- Does your child have any special needs or health concerns? YES NO

FOR ANY RESPONSE MARKED "YES" ABOVE, PLEASE EXPLAIN HERE:

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My child has permission to be released to the following individuals, child care facilities or transportation service providers in addition to the emergency contact persons listed above:

*(Please notify these individuals that they may be asked to show proof of identity)*

FULL NAME	RELATIONSHIP TO CHILD	PHONE #

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

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Printed Name: \_\_\_\_\_



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## Enrollment Information & Terms Acknowledgement Form

Please confirm you acknowledge and understand each term by signing your initials.

You will also sign and date at the end acknowledging the entirety of the terms.

- Payment for enrolled children is due if your child is in attendance or absent and if the center is open or closed. \_\_\_\_\_
- Any Child on CCA that misses over 5 days per month for any reason will be billed a full daily rate per day for every day over 5. \_\_\_\_\_
- All children will need to be at school by 9:00 a.m. or will NOT be allowed to come. We will accept a doctor's note if child is late due to a doctor's appointment. No child will be allowed to come during nap time. \_\_\_\_\_
- We serve breakfast at 8:30 a.m. Please try to have your child here to eat with us. If they arrive after 8:30 a.m., you must feed them breakfast. \_\_\_\_\_
- We do NOT allow outside food in our facility. Your child cannot come in eating. This must be done before they arrive. \_\_\_\_\_
- We do NOT allow outside toys in our facility. Please don't allow them to bring in toys, phones, etc. \_\_\_\_\_
- We do NOT administer medication. If your child needs medication, you will need to administer it yourself. \_\_\_\_\_
- We are here to take care of well children. If your child is not feeling well or has symptoms of sickness (coughing, fever or runny nose) they will not be allowed to come. This puts all the children at risk for sickness. If we send your child home running fever or vomiting you must keep them out 48 Hours once symptom free.

A lot of parents send their kids with fever and say they are teething. Under no circumstances will we allow your child to be in our center with a fever. \_\_\_\_\_

- You will be asked to bring an item each month such as unscented wipes, Kleenex, Lysol disinfecting wipes, etc. See our Facebook group "Sandy's Kidz Learning Center" for updates. The profile picture is our building, a link is also available on our website. You're welcome to invite your family so they can see pictures of the children. \_\_\_\_\_
- When your child arrives at our center, Sandy's Kidz is not responsible for any child until you have correctly signed them into our daily log. In the case of an emergency we will look at this log to determine how many children are in our care. It is so very important that this is done daily. Many parents run out and say they are in a hurry, just remember we are not responsible unless the child is signed in correctly. at the end of the day you must sign beside where you signed them in that morning, the time they are leaving, and who they are leaving with must sign their name. It is also your responsibility to walk your child to the classroom they belong in. please do not open the hall door and let your child enter, we ask that you walk them to class
- If you decide to remove your child from our facility for any reason, we ask that you notify us at least 2 weeks in advance. \_\_\_\_\_
- If applicable, my child is able to hold his/her own bottle while in a crib, on a mat, a cot or bed, etc. \_\_\_\_\_

## What to bring for your child?

- An extra change of clothes. please change out during the seasons to be sure your child has warm or cold weather clothes as needed. And you're welcome to send your child with more than one outfit. \_\_\_\_\_
- Diapers if your child wears them. You will be asked to bring more when the child runs low. The teacher will write each child's name on the whiteboard beside the classroom door letting you know what your child needs. It is the responsibility of whomever picks the child up to look at the board and see what needs to be sent the following day. \_\_\_\_\_

- Pull-Ups must be velcro or open down sides. We will not accept the pull-ups that have to be torn down the sides and require us to remove all the clothes. \_\_\_\_\_
- Sippy cup for children under two. This cup stay at the center. \_\_\_\_\_
- Please do not send your child in clothes that you would not want to get stained. Remember we could use paints or get grass stains. Try not to get upset if clothes are dirty, this just means they were having fun exploring new things today. \_\_\_\_\_

## Late Pickup, Fees & More

- Our hours of operation are 7:00a.m. to 5:00p.m. Every child must be signed out by 5:00p.m. You are expected to plan to pick up your child on time. In the situation your child is not picked up from our Center and we are unable to reach you or anyone on your emergency contact list, we will contact the Office of Children and Family Services. Please make sure phone numbers are current and correct. \_\_\_\_\_
- We will accept new children on a two-week trial basis. If your child does not adjust or isn't happy here, we will not continue to care for your child. \_\_\_\_\_
- We completely understand that everyone has different paydays. I will work with you on paydays but will not allow any account to get more than two weeks behind. We will un-enroll your child and fill the vacant spot. you will not be allowed to drop off your child without payment. \_\_\_\_\_
- In the case of an emergency for which we must leave the center for whatever reason or we must leave City limits, we will take the children to my home at 59362 Mt Pleasant Rd., Bogalusa, LA. If this does happen in is life threatening, we will put children in our personal vehicles and attempt to keep them safe. Please understand that we will not have car seats in the event of this emergency. Our children's safety will be our only concern or if we are faced with a life threatening emergency. \_\_\_\_\_
- \$100 yearly enrollment fees are due in February. \$100 Supply fee for summer care is due in May. \_\_\_\_\_
- We understand that each child has their own personality. In cases where they are acting out uncontrollably and we cannot redirect or seem to get an effective

reaction to manage to behavior/issue, we will reach out to you for help or guidance to try to make the problem better - maybe just a phone call to speak with them. If it is something that could hurt another child, in most cases you will be asked to pick them up. Other times you may just be called to come help us with the issue. We need each parent to completely support us 100%. Working together we can usually keep things like this to a minimum. \_\_\_\_\_

- Most parents communicate with me through my cell phone. I ask that you respect my family time after we are closed and contact the center during business hours. For cases of sickness, Doctor appointments, call ins, late arrival, childcare issues, etc. please communicate through office phone at 985-735-8530. \_\_\_\_\_

By signing my initials after each statement, I am agreeing that I have read and completely understand and agree with the terms of Sandy's Kidz Learning Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Child's Name Printed: \_\_\_\_\_



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## Authorization for the Application of Topical Products

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby give permission for Sandy's Kidz staff to apply the following topical products to my child whether center provided or parent provided:

YES	NO	PRODUCT TYPE
		Sunscreen
		Insect Repellant
		Diaper Rash Ointment
		Other:
		Other:
		Other:

This one time authorization will remain in effect until a new authorization is signed.

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_



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## AUTHORIZATION TO USE WRITTEN MATERIALS, PHOTOGRAPHS, IMAGES & VIDEO

Child's Name: \_\_\_\_\_

Please Initial the following:

\_\_\_\_\_ - I certify that I am the parent/custodian/legal guardian of the child named on this form.

\_\_\_\_\_ - I hereby authorize Sandy's Kidz Learning Center to use, reproduce, and/or publish all written and/or audio-visual materials, including photographs, video images and recordings that may pertain to my child.

\_\_\_\_\_ - I understand that this material may be used in various publications, public affairs releases, recruitment materials, or for other related endeavors. This material may also appear on Sandy's Kidz Learning Center website and social media feeds.

This permission is granted only for the purposes stated herein. No other use of these images may be made without my expressed consent.

OR

\_\_\_\_\_ - I **DO NOT** authorize Sandy's Kidz Learning Center to use, reproduce, and/or publish all written and or audio-visual materials, including photographs, video images and recordings that may pertain to my child.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents Printed Name: \_\_\_\_\_