



# Sandy's Kidz Learning Center

1810 Avenue F Bogalusa, LA 70427

(985) 735-8350

## 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. So basically u pay for a full time enrollment at sandys kidz not attendance. \_\_\_\_\_
- 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 your child is late due to a doctor's appointment. No child will be allowed to come even with a dr note after 11 due to lunch. \_\_\_\_\_
- 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 please feed them breakfast. \_\_\_\_\_
- We do NOT allow outside food in our facility. Your child cannot come inside 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. However if medication is life threatening Sandy's Kidz will administer ( Ex. epi pen). If your child needs medication, you will need to administer it yourself. Any meds left at must be in original package with dr label dose and kept locked in my office. \_\_\_\_\_
- 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 24 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. \_\_\_\_\_

- 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. Website: sandyskidz.com 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 out beside where you signed 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, Please just notify us so we may fill the spot. Sandys Kidz does not require a 2 week notice like most centers... \_\_\_\_\_
- If applicable, my child is able to hold his/her own bottle while in a crib, on a mat, a cot or bed, etc. \_\_\_\_\_
- We ask that you refrain from using ugly profane words inside our center, Always speak to myself or my employees with a professional manner.. We can always sit down and have a talk if something has you upset but please do not enter our building yelling or acting irate..We will always respect you so please respect us. \_\_\_\_\_
- Please respect my center and do not enter if you smell like marijuana. We have families that do not want their children smelling this. Sandys Kidz is a professional business not your home, please respect that. \_\_\_\_\_

## 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 will 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 7:00 a.m. to 5:00 p.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 and 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 if we are faced with a life threatening emergency. \_\_\_\_\_
- \$100 yearly Supply fees are due in February. \$125 Summer camp fee is due by May 1st. \_\_\_\_\_
- 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 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: \_\_\_\_\_