Parent Hand Book



The Yellow Brick House Daycare LLC

506 W.University Drive

Mesa, AZ 85201

(408)504-2035

**Tuition and Fees:**

 A non-refundable registration fee of $75.00 is due at the time of enrollment. Tuition is due on Mondays by 5:00pm.

* If Tuition payments are not received by Monday a late fee of $25.00 Dollars will be applied.
* If payment has not been received within two weeks of the due date, the child may not attend school until all fees are paid.

**Hours of Operation**

The Yellow Brick House Daycare is open Monday-Friday from 7:00am-5:00pm. The Yellow Brick House Daycare closes promptly at 5:00pm.

**Enrollment Procedure**

Prior to child’s start date the following must be returned to The Yellow Brick House Daycare:

* Completed Emergency Information Form, with current immunization records
* Parent Agreement
* Registration fee and first weeks tuition

*Please keep us informed of any changes in medical or emergency information. In order to maintain compliance with the Arizona Department of Health Services and Childcare Licensure we must maintain current and accurate records at all times.*

**Disenrollment** :If you wish to disenroll your child from The Yellow Brick House, a two-week notice is required. If you fail to inform The Yellow Brick House Daycare, you will be billed for two weeks of tuition.

**Waite List**

If no space is available for enrollment, the child’s name is placed on our waitlist. There is a $50 non-refundable waitlist fee. No guarantees are made for desired placement, which is dependent upon space, when available, and what is in the best interest of the child.

**Admission and Release Procedures**

**SIGN-IN AND SIGN-OUT SHEET** this sheet is located at the entrance of the daycare. IT IS A STATE REGULATORY AND THE YELLOW BRICK HOUSE DAYCARE REQUIREMENT THAT THE INDIVIDUAL BRINGING THE CHILD WRITE IN INK .THE TIME THE CHILD ARRIVED AND THEIR FULL NAME SIGNATURE, THE SAME

PROCEDURE IS REQUIRED WHEN PICKING UP THE CHILD.

If someone other than a parent needs to drop off or pick up a child, the person must be named on the child’s emergency form. A signed note giving someone else permission to sign out a child is also acceptable as long as he/she is at least 18 year old with a picture ID. In the event of extenuating circumstances when no note could be written ahead of time, and the parent is unable to pick up, the parent will email the director and give the information of person to pick up his/her child. That person must be at least 18 years old with picture ID.

Both Parents’ Right to Pick Up Under Arizona law, both parents have the right to pick up their child, unless a current court document on file with the daycare office dictates otherwise.

**Insurance**

The Yellow Brick House Daycare carries liability insurance in excess of State requirements. Evidence of liability insurance is available onsite for viewing at parents’request.

**Pesticide**

Pesticide Application will take place every month on the last Saturday of the month. Detailed pesticide information is available for review in the director’s office. Parents will be notified by phone and/or email at least 48 hours of pesticide application.

**Inspection and Licensing Information**

Facility Inspection Reports are available for review in director’s office.

In compliance with state regulations, The Yellow Brick house Daycare is inspected at least annually and regulated by the Arizona Department of Health Services.

**Arizona Department of Health Services**

150 N 18th Avenue

Phoenix Arizona 85007

(602) 364-2539

**Our director’s name is Ricardo Mercado**

**Assistant director Veronica Sifuentes**

**Holidays and Vacation Time**

The Yellow Brick House Daycare will be closed on the following holidays: ( **See Holiday calendar attachment** )

New Years Day

Martin Luther King Day

Presidents Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day (Thursday and Friday)

Christmas Day

If a Holiday falls on a Saturday, we will close on Friday. If a Holiday falls on a Sunday, we will close on Monday. The staff at The Yellow Brick House Daycare receive holiday pay, therefore regular tuition payments are expected on that month.

Regular tuition payments are due by at the beginning (Monday) of the week, whether a child attends The Yellow Brick House Daycare or not. There are no discounts for vacation or sick days.

**Sick Child Policy**

• Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.

• If one or more of the following symptoms is present in your child, we will call you to pick up your child from daycare:

* temperature higher than 99.5ᵒF
* nausea or vomiting
* red, pink, or crusted eyes o stomach ache
* earache
* diarrhea
* rash/infection of skin
* pale or flushed face o headache
* thick or greenish mucus from nose
* cough
* loss of energy/decrease in activity/falling asleep
* sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME

**24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.**

* Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
* Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school
* •We strictly observe this health department regulation for children (and staff) to protect the health of everyone at The Yellow Brick House Daycare.
* Parent must The Yellow Brick House Daycare immediately if a child:
* Is diagnosed with any anything contagious, including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that The Yellow Brick House Daycare can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that The Yellow Brick House Daycare will not release the name of the child or family involved.
* Has any allergies or if you have any concerns about any aspect of your child's health.
* Is taking medication, as medicine may affect your child's behavior.
* If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.
* Unless we receive a doctor’s note requesting a child to stay indoors, we expect every child to participate in outdoor activities.
* Head lice sometimes occur in schools because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice looks like in order to check your child’s head correctly. Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice. We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur.

**Medication Administration & Emergency Procedures**

All staff members at The Yellow Brick House Daycare are certified in Infant and Child CPR & First Aid. If required we will administer medical attention to the level of our training. Parents will be notified of any minor injuries through a “Boo Boo Report”. If further emergency care is necessary, 911 will be called and the parent will be notified immediately.

***Over the counter or antibiotic medications will not be administered at The Yellow Brick House Daycare . Medications are only administered for life threatening conditions (Example: Epipens or inhalers)***. In these situations, the medication must be brought in its original container with a prescription label that includes the child’s name, doctor’s name, medication name, required dosage, expiration date, and instructions for administering. A Permission to Administer Medication form must be filled out completely and signed by the parent.

**Discipline**

**Acceptable Discipline & Guidance**

Staff and Director shall:

* Maintain consistent, reasonable rules and limitations for a child’s behavior that teaches, models, and encourages orderly conduct, personal control, and age appropriate behavior;
* Explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in an alternative activity.

**Unacceptable Disciplinary Methods Staff and Director shall not engage in the following:**

* A method of discipline that could cause harm to the health, safety, or welfare of a child;
* Corporal punishment;
* Discipline associated with: Eating, napping, sleeping, or toileting; medication; or mechanical restraint; or
* Discipline administered to any child by another child.

**Separation or Time-Out** :

Staff and Director may separate a child from other children for unacceptable age appropriate behavior if:

* The separation period is for no longer than three minutes after the child has regained control or composure, and
* The staff member does not allow a child to be separated for longer than five minutes without the staff member interacting with the child.

**Suspension/Dismissal**

In the event that a child has repetitive behavioral/social issues with little or no changes after attempts of appropriate discipline, the director has the authority to immediately suspend a child by calling the parent for early pick-up and/or emailing a parent that the child cannot return to class. Time of suspension will be determined by the director as applicable for the problem. Tuition must continue to be paid during time of suspension.

In severe cases of behavioral/social issues where a child has become violent, harmful to himself or other children, verbally abusive, or grossly disrespectful to teachers/director, the director has the authority to dismiss the child/family from The Yellow Brick House Daycare with NO PRIOR NOTICE. Tuition must be paid up until the day of dismissal.

**Behavior Policy Specific to Biting**

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children’s feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with The Yellow Brick House Daycare overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self- control.

* If a child develops a pattern of frequent biting of other children, the following procedures will be enforced:
* The biter will be removed from the group with a firm ‘NO.’
* The biter is separated and told, in either language and at an age-appropriate manner, that this behavior is wrong.
* The biter is then redirected.
* The bitten child (victim) is consoled and the injured area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
* In the case of blood exposure, further steps will need to be taken according to health department’s regulations.
* In the case of blood exposure the parents of each child will be notified immediately.
* A written incident report is given to the parents of all children involved in the biting incident on the same day .
* The name of a first time biter is not released.
* A staff member will shadow this child to determine the cause of this behavior and work to prevent future biting incidents.
* The biter will be taught how to resolve conflict or frustration in an appropriate manner.
* If another biting incident occurs, the parents will be required to pick up their child and meet with the Director .
* If biting cannot be controlled, the family may be asked to withdraw the student.

**Safety**

Security: The Yellow Brick House Daycare considers the safety of your child to be of utmost importance; therefore, in addition to the staff member security screening procedures, we also maintain both interior and exterior security cameras. No recorded or live information will ever be accessible on the internet or by unauthorized individuals. If you should have any questions regarding the safety of your child while on the facility premises, please feel free to talk with the director. She/he will be happy to address any questions or concerns you may have.

Parental Access to Premises is accepted for an enrolled student during normal operating hours. Otherwise, no person will be allowed in the classrooms with students unless he/she is a parent, teacher or special guest with pre-permission from the director.

**Emergency and Accident Procedures:** Complete first aid kit are in every room. Director and teachers all have first aid and CPR certifications. After appropriate emergency personnel have been contacted (if applicable), parents will be notified of any emergency and/or accident by the director via email and/or telephone call. The assistant director will fulfill the director duties if the director is not on premises. If the parent can’t be reached, another person listed on the emergency form will be contacted.

**Staff**: The Yellow Brick House staff members are friendly and loving. Our staff considers their time with your child to be a ministry opportunity. All staff members have been through a background check, finger printed, tuberculosis tested as well as held to other state standards to insure the safety of your child.

**Transportation**

 At this time, The Yellow Brick House Daycare does not provide transportation to or from our campus for daycare.

**Field Trips**: Field The Yellow Brick House Daycare will not be performing field trips.

**Parent Information and Responsibilities**

Please dress your child in play clothes. Your child will be participating in fun outdoor and art activities and may get clothes dirty. For your child’s safety, we also recommend that

they wear closed toe, rubber sole shoes.

* Children will spend time outside each day. We have a strict sun safety policy. All children will be limited to 30 minutes per session of playground/outside activity time after the temperature exceeds 90 degrees. Unlimited water will be available at all times. Play areas are shaded; however, it is the parent’s responsibility to apply sunscreen prior to attendance.
* For naptime, we will provide sleeping mat. Please bring a crib sheet and small blanket for your child.
* EXTRA CLOTHING - Children should have a complete set of extra clothing in their classroom. Parents should change the size of the clothing as the child grows (at least 2 times a year). Also please label all your child’s belongings;

**Diapers & Toilet Training**

Parents supply all diapers and wipes at The Yellow Brick House.

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and

work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially

in a hurry!

While toilet training, parents are to provide lots of thick training underwear, pair of shoes, socks, and extra cloths.

**BIRTHDAY CELEBRATIONS**

If you would like to celebrate your child’s birthday with the class, please contact your child’s teacher a week before to set up a time. Please speak with your child’s teacher about what “special treats” are allowed.

**NO PEANUT POLICY**

We ask that parents of all children not send any food or food product that lists peanuts on the ingredient label. The Yellow Brick House Daycare has adopted a “No Peanuts at School” policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, that are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks that you intend to send at school. Please read labels carefully to make sure the products are peanut free.

In classrooms where children have potentially life-threatening sensitivities, The Yellow Brick House Daycare may consider additional safety measures and address the situation on a room-by-room basis.

Food and baked goods prepared at home and sent to daycare need to comply with Food Policy. Food sent to The Yellow Brick House Daycare for special occasions (birthdays, class parties, etc.) must also comply with our Food Policy. If you would like more information label reading please go to the Food Allergy and Anaphylaxis website (http://www.foodallergy.org/section/about). Parents of children with allergies are asked to provide a supply of safe treats. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventive safety measure to reduce food allergy exposure.

PEANUT-FREE SNACK LIST Please avoid snacks that contain the following: peanuts.

 Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks.

Please read labels carefully to make sure the products are peanuts free Healthy snack alternatives include:

 FRUITS/VEGETABLES •Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)

•Applesauce cups (and assorted variety fruit flavored applesauce) •Raisins, Craisins, and other dried fruits

•Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)

•Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.) •Vegetable dips

CHEESE/DAIRY

•Yogurt in individual cups or tubes

•String cheese or other cheeses (1 oz.)

•Drinkable yogurt or smoothies

•Cottage cheese

GRAINS/ SEEDS •Sunflower butter is a great alternative and makes great nut butter and jelly sandwich!

CRACKERS:

•Triscuits, Wheat Thins, Vegetable Thins (all flavors)

•Ritz crackers/dinosaurs/sticks

 •Town House, Club, Toasteds crackers

•Cheez-Its, Cheese Nips, Better Cheddars

•Saltines, oyster crackers

•Wheatables, Air Crisps, Munch’ems, Keebler Snack Stix

 •Kashi Tasty Little Crackers (TLC)

•Breton/Dare brand crackers

•Goldfish crackers

•Graham crackers, graham cracker sticks

•Teddy Grahams or Teddy Graham character brands

•Bug Bites crackers

•Goldfish graham snacks

•Animal crackers (Austin Zoo, Barnum)

•Vanilla wafers

•Pirate brand snacks (pirates booty, smart puffs, etc.)

CEREALS:

•Cheerios (NOT Honey Nut or Frosted)

•Chex (Rice, Corn, Wheat)

•Corn Flakes

•Crispix

•Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals

•Kix

•Life

•Wheaties

•Other unsweetened cereal without nuts

**Parent/Family Handbook and Fee Agreement**  - Please sign and return

Child(ren)’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Care(please circle one)      :              **Full-Time Care                  Part-Time** **Care**

Weekly Child Care Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We (the undersigned) have read the parent handbook for The Yellow Brick House Daycare and understand all the information, policies and procedures outlined in the handbook. We have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             \_\_\_\_\_\_\_\_\_                 Parent/Guardian Signature                                           Date
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             \_\_\_\_\_\_\_\_\_                 Parent/Guardian Signature                                           Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                             \_\_\_\_\_\_\_\_\_                 Director                                           Date

**Curriculum**

Language: the curriculum includes visual recognition, printing, sound recognition (phonetics), and writing of each alphabet letter. Older children learn the beginning sounds of words and how to write and spell their names. In English and Spanish

Mathematics: children will learn to recognize and write numbers one through twenty. They will also learn to sort, compare, and pattern among other skills. In English and Spanish

Science: Students learn about the solar system, plants, animals, insects, birds among others. In English and Spanish

Art: Seasonal themes will be incorporated into projects that compliment the Students will use scissors, glue, crayons, markers, paints, and many other craft items.

**The Yellow Brick House Daycare LLC**

**ACCESS**

 I will have access to the center without notice when my child is present. However, this access may not be used to supplement any visitation schedule or custody arrangement.

**CHILD RELEASE**

For a child’s safety, The Yellow Brick House Daycare LLC will release a child only to parent(s)/legal guardian(s) or to the third parties I authorized below. Parents/guardians are required to provide a current copy of any relevant Custody Order. Third party pick-up is subject to the following rules: „ At least two people other than the parents/guardians must be listed and designated as emergency contacts by checking the corresponding box below. Emergency contacts will be contacted if parents/guardians cannot be reached. „ If the person picking up is listed below, but does not pick up the child regularly, I will notify the center verbally, in advance. Verbal authorization is not permitted for any person not listed on this form. „ If the person picking up is NOT listed below, I must notify the center/school in writing, in advance. (Note: In RI, parents/guardians must also provide notice in person and in writing.) „ Photo identification will be required if the third party does not pick up the child regularly or is unknown to the staff member releasing the child.

The Yellow Brick House Daycare will not release a child to anyone who

appears impaired. If an impaired person attempts to pick up your child, pick-up will be refused and we will attempt to contact the other parent/guardian or authorized persons. If alternative arrangements cannot be made, the local child protective services agency and/or the local police will be called, as required by state licensing.

**THE FOLLOWING PEOPLE (WHO ARE NOT PARENTS/GUARDIANS) ARE AUTHORIZED TO PICK UP MY CHILD.**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS CITY/TOWN/STATE/ZIP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO CHILD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYTIME PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE

**CONTACT IN THE EVENT OF AN EMERGENCY? YES NO**

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS CITY/TOWN/STATE/ZIP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO CHILD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYTIME PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE

**CONTACT IN THE EVENT OF AN EMERGENCY? YES NO**

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS CITY/TOWN/STATE/ZIP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO CHILD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAYTIME PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE

**CONTACT IN THE EVENT OF AN EMERGENCY? YES NO**

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS CITY/TOWN/STATE/ZIP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO CHILD

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE#

**CONTACT IN THE EVENT OF AN EMERGENCY? YES NO**

**PHOTOGRAPHY & VIDEO PERMISSION**

 The Yellow Brick House Daycare LLC takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. The Yellow Brick House Daycare LLC regularly takes photographs and videos of children enrolled. This pictures may be used for other center, general business, and marketing purposes, including online. The Yellow Brick House Daycare LLC retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment.

**I GIVE/ I DON’T GIVE** permission for The Yellow Brick House LLC to take photographs and videos of my child and use these materials as described above.

**CHILD ILLNESS**

If my child becomes ill, I will be called. I may be required to

to pick up my child as soon as possible (within 60 minutes at the most). A child must remain out of the center until he/she is symptom free for 24 hours, unless a doctor’s note is provided which states that the child is 1) not contagious; and 2) can participate in-group care.

**EMERGENCY MEDICAL CARE**

If emergency medical attention is needed for my child,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the center will attempt to contact me or the emergency contacts listed (if I cannot be reached). I authorize The Yellow Brick House Daycare LLC to call an ambulance to transport my child for medical treatment to the closest hospital or medical facility, or to \_\_\_\_\_\_\_\_\_\_\_\_\_\_my preferred facility, if possible.

Staff is trained in pediatric first aid and CPR and I authorize staff to administer the same. My child’s health information may be viewed by staff, on a need to know basis, and state licensors for compliance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S HEALTH INSURANCE PROVIDER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF INSURED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POLICY NUMBER

**I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS NOTED ABOVE.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

**Behavior Biting Policy**

Here at The Yellow Brick House Daycare LLC we strive to keep a safe and fun environment for all the children in our care. Our program provides as environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children.

For safety and health concerns, we take biting very serious. When it happens, it’s very scary, frustrating, and stressful for children, parents and teachers there are no quick and easy solutions to it.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeat biting becomes a pattern of learned behavior that is often hard to extinguish because it “does” achieve results: i.e. the desired toy, excitement, and attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of this ages’ mindset, so the “cause-effect” relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

I/we have read and understood the Behavior Biting Policy

Childs name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The Yellow Brick House Daycare LLC

506 W.Univerity Drive

Mesa Az, 85201

**Sick Child Policy**: Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness or is unable to participate in the normal routine, please keep the child at home. Sick children may expose their illness toother children as well as staff members who they may come in contact with.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours.

**Symptoms which require children to stay home:**

* Fever: Fever is defined as having a temperature of 99.5°F or higher taken (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
* Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
* Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
* Vomiting: 2 or more times in a 24 hour period.
* Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
* Runny nose (other than clear), draining eyes or ears.
* Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
* Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Any questions, please feel free to call us. Thank You

**The Yellow Brick House Daycare LLC**

**506 W.University Dr.**

**Mesa, AZ 85201**

**(480) 504-2035**

**LICENSE# CDC18366**

**Enrollment Application**

**Starting day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_Birthday\_\_\_\_\_\_\_\_\_\_\_

Child Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pediatrician Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pediatrician Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Information**

**Mother’s** Name/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s** Name/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

Has the child attended school before? YES NO…. if yes please provide name of the school and age he or she attended.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other children in the family:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Adults living at home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is child adopted?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is either parent away from for long periods of time? YES NO , If yes which \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is either parent a step parent to the child? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ if yes which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is child cared by anyone other than parents?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there any unusual feature in child’s home or history which would be useful in better understanding the child?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s most desirable qualities?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s most undesirable qualities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information you would like us to know about your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Father\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Mother \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_