

Enrollment Date _____

Little Blessings Child Care Ministry
CHILD CARE ENROLLMENT FORM

Child's Name _____ Date of Birth _____

Child lives with (circle which applies) MOTHER FATHER BOTH PARENTS GUARDIAN

Mother's Name _____ Father's Name _____
(Or) Guardian _____

Address _____ Address _____

City/Zip _____ City/Zip _____

Home Phone Number _____ Home Phone Number _____

Cell Phone Number _____ Cell Phone Number _____

Employer _____ Employer _____

Address _____ Address _____

City/Zip _____ City/Zip _____

Work Phone Number _____ Work Phone Number _____

Driver's License Number _____ Driver's License Number _____

Social Security Number _____ Social Security Number _____

PICK - UP INFORMATION (List other adults who are permitted to pick up your child)

* When picking up your child the person listed below must show photo I.D. before child will be permitted to leave.

1) _____ 2) _____
Relationship to child _____ Relationship to child _____
Phone Number _____ Phone Number _____

3) _____ 4) _____
Relationship to child _____ Relationship to child -----
Phone Number ----- Phone Number -----

List anyone NOT authorized to pick up your child

1) ----- 2) -----
Relationship to child----- Relationship to child -----

EMERGENCY INFORAMTION (List 2 people to be contacted if you cannot be reached in the case of an emergency)

1) ----- 2) -----
Relationship to child ----- Relationship to child -----
Phone Number ----- Phone Number -----

Doctor's Name ----- Phone Number -----
Dentist ----- Phone Number -----

Health Insurance ----- Policy Number -----
Phone Number ----- Group Number -----
Address -----
City ----- State ----- Zip -----

Responsible Party ----- Relationship to child -----

Medical & Sick Policies Our goal at Little Blessings is to keep all the children in our care safe and healthy. Please help us by following the policies listed below.

* The provided Physical Form must be completed by a Physician and returned along with the other related enrollment forms to Little Blessings Child Care Ministry.

* A Physician statement for ALL medication must be provided prior to Little Blessings administering any Medications. All medication must have the name of the child it is intended for clearly on the medication. A standard order for some over the counter medication can be obtained from a Physician. This order is good for one year from the date it was signed.

* If shot dates are not recorded on the Physical form then a copy of recorded shots must be provided upon enrollment.

* A child must be fever free for 24 hours without the aid of medication in order to return to day care. The only exception to this is with a written note from a Physician stating the child is able to return to day care. It is our policy to call a parent or guardian to come and pick up a child from the day care if a fever arises unless Physician note is available.

* If your child has been out of the day care due to illness, we ask that you please notify the day care as soon as possible so that we can notify caregivers and post necessary notices. If your child was out due to a contagious illness then a Physicians note is required to return to day care.

* Little Blessings does not have a designated sick room.

I have read and agree to follow the medical and sick policies set by Little Blessings

Parent/ Guardian Signature _____

Date _____

Little Blessings Fee Agreement

Little Blessings shall provide child care services for:

Name of child----- Date of Birth -----

Child Care is needed between the hours of -----& ----- on the days of
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Name of child----- Date of Birth -----

Child Care is needed between the hours of -----& ----- on the days of
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Name of child----- Date of Birth -----

Child Care is needed between the hours of -----& ----- on the days of
MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

FEES and POLCIES

* Return check fee of \$40.00 plus bank fees will be added to accounts for returned checks. Accounts not paid in full within 10 days of the written notice will be turned over to the Prosecutors Office.

* *Payment for child care is due Friday by 6:00 PM regardless of holidays and vacations. A late fee of \$ 25.00 will be added to ALL accounts that have not been paid by the close of Friday at 6:00 PM. Accounts delinquent past (2) weeks will be suspended until account is brought current.* Failure to pay weekly child care fees will result in services being terminated and the account will be sent to Small Claims for collection and all filing fees will be added to balance due.

* **A two week written notice must be given** prior to withdrawing your child from Little Blessings Child Care. Failure to provide a notification will result in a (2) week tuition charge being added to your account regardless if you pay out of pocket or have child care vouchers.

* **Little Blessings requires a (2) week written notification if your child's schedule changes from what is originally contracted.** Failure to give notification will result in the continuous contract tuition being added to your account. Little Blessings budgets its operation based on the amount contracted by you when your child is enrolled for services. **In order not to have a disruption in quality of care it is important to keep Little Blessings informed to any schedule changes.** * A late pick up charge is added to ALL accounts when a child is picked up after 6:00 PM. A \$ 10.00 charge is added for the first 10 minutes and \$ 5.00 per child for increments of 10 minutes thereafter up to 30 minutes. After 30 minutes the Child Protective Services will be notified. The church has other host events in the evening and thus it is imperative that your child gets picked up by 6:00 PM, if tardiness becomes an issue then termination of services will take place and ALL related fees will be applied to your account.

* Each child enrolled at Little Blessings is entitled to **1 FREE WEEK** a year. These days can be used one at a time or all at once. This is to help with emergencies, illnesses, and vacations. **Once each child has used their FREE Week for the**

calendar year, then all tuition charges for that child will apply.

* Once a year, a general supply fee is added to every account. This fee is added to the first bill of June. The fee rate is as follows: 1 child = \$ 15.00, and \$ 5.00 for each additional child. This fee helps offset the cost of field trips, art and craft supplies, baby wipes, and many other items used on a daily basis here at the day care.

* Registration fee is \$15.00 for one child or \$25.00 per family and 1 week tuition. This is due on or before the first day of services. This is a non-refundable fee and if paid in advance will hold a day care spot for 3 months prior to services starting.

Your Tuition rate for child care is as follows: (to be filled out by Director or Assistant Director)

Child name ----- rate----- CCDF yes/no

Child name ----- rate -----CCDF yes/no

Child name ----- rate -----CCDF yes/ no

Child name ----- rate -----CCDF yes/no

*If you are receiving child care vouchers to subsidize child care, you are still responsible for the contracted amount to Little Blessings and ALL fees and policies also apply to your account.

I have read and agree to ALL the above fees and polices and understand that any refusal to follow these policies will result in termination on the part of Little Blessings Child Care Ministry . I understand that in cases of termination, all un- paid balances are due immediately or will be turned over for collections.

Parent/Guardian Signature

Date

Director or Assistant Director Signature

Date

Discipline Policy

Little Blessings believes that all children need to learn proper behavior by setting a good example, setting boundaries, and positive redirection. Our staff is trained in using these methods to promote a positive environment. Little Blessings will never withhold food or tolerate any type of corporal methods as a form of punishment. Little Blessings uses the concepts of 123 Magic and Positive Discipline in the Classroom. Between these two approaches the children have chances to learn from mistakes in behavior and allow them input as a class to make decisions on how to correct certain problems. The child will dictate what methods our staff will use to redirect behavior. If a child's behavior is not able to be redirected or a behavior puts another child in danger, then a conference will be made with the parents, staff, and any other person relevant to problem solve the situation. If a specific discipline policy is needed to be written for that child, then it will be done so during this conference. We may, depending on the severity of the situation, use the holding method if the child becomes hostile and uncontrollable. This method allows the child to regain control of themselves without causing injury to themselves or other around them. If a child's behavior is disruptive to the entire class that child may be sent down to the Director's office. If this happens you will be notified of the event. It is understood by all parties that Little Blessings will try and work with a child in redirecting behavior, but at any time Little Blessings reserves the right to terminate services if a child's behavior is not manageable by the day care. Little Blessings may also choose not to allow a child to go on a field trip if the Director or Assistant Director believes that the staff would not be able to guarantee safety for that child or the other children in attendance.

Little Blessings follows the golden rule, "Do unto others as you would have done unto you". This message is taught and encouraged for all age groups. Our job is to keep all the children safe and to give them an environment in which they can learn and grow. If at any time a parent has a question about discipline, they are encouraged to talk to their child's caregiver, the Assistant Director or the Director.

If a child's behavior causes damage to Little Blessings or the church it occupies, the parent is responsible for the cost to repair or replace the damaged item.

I have read and understand Little Blessings Disciplinary Policy.

Parent/Guardian Signature ----- Date -----

Parent's Notice

I understand that this child care ministry is not licensed under the laws of Indiana. However, I understand that this child care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the child care ministry.

Signature of parent or guardian -----

Date -----

This notice does not absolve a child care ministry from liability for injury to a child while the child is at the child care ministry if the cause of the injury is negligence or intentional wrong doing on the part of the child care ministry or an employee of the child care ministry.

NOTICE CONCERNING FIRE SAFETY PROTECTION

Little Blessings Child Care Ministry
1226 N. Jefferson Street
Huntington, IN. 46750

January 30, 20-----

Dear Parent's or Legal Guardian,

Under Indiana law, a child care ministry may choose not to provide certain fire safety protections if the parents or legal guardian of each child is/are notified about the absence of the fire safety protections. The purpose of this notice is to advise you that this child care ministry does not have the same level of fire safety protection as a licensed child care center. As you have already been notified, the child care ministry does not have to comply with the same sanitation, life and fire safety rules as a licensed day care center. The reason you are being given this notice is that this child care ministry has chosen not to provide the same level of fire warning system as is required for a licensed day care center. This ministry does have battery operated smoke detectors in all the rooms, kitchen and hallways.

I/we, the parent's or legal guardian of -----,
Acknowledge that I/we have read and understand the above notice concerning fire safety protection.

Parents/Guardian Signature ----- Date-----