

Mother's or Female Guardian's Information:

Mother's Name: _____

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street/P.O. Box City State Zip

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Work Address: _____
Street City State Zip

Father's or Male Guardian's Information:

Father's Name: _____

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street/P.O. Box City State Zip

Home Phone: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Work Address: _____
Street City State Zip

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Phone: _____

Address: _____

Doctor: _____ Phone: _____

Address: _____

Doctor: _____ Phone: _____

Address: _____

Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern: _____

Other Contact and Release Information:

Custodial caregiver: Mother ___ Father ___ Both Parents ___ Legal Guard. ___
Other (*specify*) _____

Your child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove your child from the facility in case of illness, accident, or emergency in the event the custodial parent or legal guardian cannot be reached:

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell: _____

Other Helpful Information About Your Child:

By signing below, you verify that you have received the above items and that all information on this enrollment form is complete and accurate and that you have received and reviewed the Central Baptist Kidcare Policies and Procedures.

Signature of Parent/Guardian

Date

Central Baptist Church

Kid Care

1105 South Pearl St.
Crestview, FL 32564
850-682-8199

Motto: Sharing God's love through the eyes of a child. "Train a child in the way he should go, and when he is old he will not turn far from it." *Proverbs 22:6*

Mission Statement: Central Baptist Church Kid Care has a commitment to prepare each child for life to:

- Provide a rich and comprehensive education
- Develop each child's ability to accept responsibilities and challenges
- Set realistic goals and adapt to change
- Become believers in self worth and understanding God's role in their life.

Policy Statement: Central Baptist Church Kid Care is dedicated to providing children with a fun and safe environment. The program includes children from Pre-K through 5th grade. During the summer months, the children will be broken up into two large groups by grade level and then randomly into smaller groups. We will provide a variety of activities including at least one art or craft a day, indoor and outdoor games, a story time and/or rest time depending on age group, Bible study, and devotion time. We are here to provide the best environment we can for your child. Any suggestions you have will be appreciated.

Hours of Operation: Monday – Friday (6:00 A.M. to 6:00 P.M.)

During the summer months we will be open at 6:00 A.M. and will close at 6:00 P.M. If your child has not been picked up by 6:00 P.M. a late fee of \$10.00 per child, for every 5 minutes after 6:00 P.M. will be charged. Late fees will be charged according to the time signed out on the sign-out sheet. If you are more than 15 minutes late a person authorized to pick up your child will be called.

Weather: If severe weather causes the public schools to close, we will close as well. This information is advised on local TV and radio stations.

Holidays: The center will be closed on the following holidays:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day

(Christmas and Thanksgiving will be closed for three days. We will post these dates.)

Absences: You will be charged according to how you are registered. If your schedule changes and you need to adjust your childcare needs, please let the coordinator know in writing. If your child is going to be absent for any reason, please let us know. We cannot give credits or refunds for days missed. However, it will help us with scheduling to know when your child is going to be absent. If you cannot reach us during regular business hours, please leave a voice message and we will get back to you.

Vacation: We encourage family togetherness and we will be offering one week of vacation time per family. You will not be charged for these days. Prior to being gone you must notify the coordinator, in writing, of the dates you are planning to be gone. Failure to do this will result in you being charged for the week.

Financial Policies/ Enrollment: There is a one time \$25.00 enrollment fee per family. According to Florida Child Care Licensing standards, the following is required for each child enrolled in a child care facility:

1. A current, complete enrollment form.
2. A Health Certificate issued within the past year on a HRS form (Physical) for any child not yet enrolled in a child care facility.
3. A current immunization record on a HRS form for any child not yet enrolled in Kindergarten.
4. Signed receipt of policy.

You must have all of the above listed forms completed and returned within 30 days of enrollment. If the proper forms are not completed, it will cause withdrawal until they are brought in.

For your child's safety, we need for you to let us know about any enrollment information changes as soon as possible. We also need for you to keep your child's immunizations current.

Non-discrimination Policy: Children will be admitted to the Center regardless of race, gender, religion, or national origin and in compliance with the Americans with Disabilities Act.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents, the staff who will be involved, and any other appropriate individuals. Additional consultations may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

Fees: Fees are due the Friday prior to the week of attendance. Any late payments will result in a \$10.00 late charge. If you are one week behind in your payments, your childcare services will be suspended until all balances are paid in full. The reason payments must be made on time is so that we are aware of when your child will be present. If your child attends full time, you will be charged a full time rate regardless of how many days your child

attends. If your child is a drop-in student you will be required to pay the drop-in rate even if they are for a week. Rates are less expensive by the week, than by the day therefore we encourage full time enrollment. When your child enrolls, there will be an initial enrollment fee of \$25.00.

*****SUMMER DAY CARE RATES *****

Full time:

Weekly Rate per Child	\$65.00
Weekly Rate per Child (Military/Emergency Personnel Discount	\$58.00
Weekly Rate 2 or more children	\$50.00 (per child)
Middle School Helper	\$32.50(with full time sblg.)

Drop-in Rates:

Daily per Child	\$15.00 (per child)
Daily Rate for Middle School	\$7.50 (with drop-in sibling)

*****SCHOOL TIME DAY CARE RATES *****

Full Time:

Weekly Rate per Child	\$45.00
Weekly Rate per Child (Military/Emergency Personnel Discount	\$38.00
Weekly Rate 2 or more children	\$30.00 (per child)
Middle School Helper	\$15.00 (with full time sblg.)

Drop-in Rates:

Daily Rate per Child	\$10.00 (per child)
Daily Drop Rate for Middle School	\$5.00 (With drop-in sibling)

*** Subsidized Day Care Available for those who qualify ***

Scholarships available at the discretion of the Central Baptist Church Kid Care Director.

Late and Delinquent Fees: Late and delinquent fees are due the Thursday prior to the week of attendance. Payments will be accepted up to one month in advance unless other arrangements have been made. **Unfortunately we cannot offer credits or refunds for absences, including those due to illness.**

Delinquent Fees: A \$10.00 per week late fee will be charged each week that the fees are delinquent.

Late Notices: If you are behind in payments, a late notice will be sent home with your child. The late notice will include you late fee. If you are a week behind in your payment, services will be suspended until all balances are paid in full.

Late Pick-Up Fees: If a child is picked up after 6:00 P.M. closing time, parents will be charged \$10.00 for every five minutes after 6 P.M. that they are late. The time on the sign out sheet will determine the time the child was picked up.

Returned Checks: A \$30.00 charge will be assessed on all returned checks.
(Rates subject to change according to bank charges)

Drop-In: Parents must pay on the day their child attends daycare if they have not already paid in advance

Sign-Out Procedures: We know this procedure could be inconvenient. But we stress safety and security over convenience for everyone's sake. Parents or authorized persons are the only ones allowed to pick up your child we must be notified in writing if someone other than those listed on your enrollment forms is going to pick up your child. Please be sure that the information on your form is current. We will require picture identification from anyone we have not seen before.

If there is ever a custody dispute involving your child that restricts one parent's right, please provide us with a copy of the court order. Without proper documentation, we cannot prohibit a parent from removing his/her child

Illnesses and Emergencies: In order to help keep all of us healthy, Children who are obviously ill with fever, vomiting, very loose stools and frequent or contagious rashes must not attend the center. We make every attempt to reduce your child's risk of contracting an infectious disease here at the center. However, all children experience periods of illness during their childhood, if your child becomes ill while in our care, we will isolate him/her, call you and expect your child to be picked up within a reasonable timeframe (30 minutes). A child who has head lice shall not be permitted to return until treatment has occurred. Treatment shall include the removal of all lice, lice eggs and egg cases (nits). In case of emergency as determined by the child care staff, the paramedics will be called and the parents will be notified immediately. Parents will be responsible for all cost incurred in such emergencies. Parents will be responsible for updating any pertinent changes in address, phone numbers or health information concerning their child as soon as a change occurs.

Withdraw: If you wish to withdraw your child from the center, we ask that you give us written notice at least one week prior to the last day of attendance. Moving out of town or just to another center causes feelings of loss for your child, the other children in their group and our staff. We need two weeks to help you make the transition as smooth as possible. We may ask that you participate in a brief exit interview so that you can help us continue to improve our future services.

Discipline: We believe that given the proper environment and guidance children will behave acceptably. We believe that communication is the key to successful discipline.

When children misbehave, we:

1. Redirect your child to a more appropriate activity.
2. Provide an opportunity for children to sit away from the activities for a brief time to think about how he/she should behave.

Students who leave church property, vandalize, show inappropriate behavior such as fighting, will be written up. While this student will be given a “second chance”, any further violation will result in his/her immediate dismissal.

**In the event that a child leaves the premises and cannot be found or will not return, the parents will be notified immediately in addition to the police.

Minimum standards for child discipline practices shall insure that age appropriate, constructive discipline practices are used for children in care. Such standards shall include at least the following requirements:

1. Children shall not be subject to discipline, which is severe, humiliating, or frightening.
2. Discipline shall not be associated with food, rest or toileting.
3. Spanking or any other physical punishment is prohibited.

** believe that communicating with the child will solve any potential difficulties with behavior.

** If we have your child in our care, and he/she does not adapt to our program, you will have a two-week notice.

Supervision Policy:

1. Children will be continuously supervised by Central Baptist Church Kid Care employees:
 - A. Except in the restroom, children will be within sight of Central Baptist Church Kid Care employees:
 - B. Children will under no circumstances be allowed in the kitchen area. Doors To the kitchen will remain locked at all times.
 - C. All volunteer help, including church members and student tutors will operate only in full view of Central Baptist Church Kid Care employees.
2. All videos/ DVDs and electronic games and music shown or broadcast at Central Baptist Church Kid Care must be pre-approved by the Central Baptist Church Kid Care director (G rated materials are pre-approved with teacher discretion).