

**Annette's Developmental & Learning Center  
2009-2010 School Year  
Registration Packet**

Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_\_

	Mother	Father
Name:		
SSN #:		
Address:		
Email:		
Employer:		
Home #:		
Work #:		
Cell #:		

**\*\*\*MUST COMPLETE DOCTOR AND DENTIST INFO\*\*\***

<b>Person with whom the child lives:</b> _____ <b>Child's Doctor</b> _____ <b>Doctor's Phone #:</b> _____ <b>Child's Dentist:</b> _____ <b>Dentist's Phone #:</b> _____
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Does your child have any food allergies?                      Yes    No

**If so, please provide doctor excuse with an alternate food.**

Does your child have any other allergies?                      Yes    No

Does your child have any dietary restrictions?                Yes    No

Previous Childcare attended \_\_\_\_\_

List of individuals to contact in case of an emergency & with whom my child has permission to be released to:

Name	Phone #	Relation to child

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

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

Date of Admission: \_\_\_\_\_

I hereby grant permission for my child/ren to use all of the indoor and outdoor play equipment and participate in all of the activities of the school. In case of illness or accident, I hereby grant permission for the Director or Acting Director to take whatever steps may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

1. Attempt to contact a parent or guardian, the child's physician, or the persons listed on the emergency information form.
2. If we cannot contact you or your child's physician, we will do one or both of the following:
  - (a) Contact any licensed physician to administer treatment, drugs, medicines, or surgical procedures if we shall think the existing emergency is required for the relief of or preserve his/her life and health.
  - (b) Have the child taken to an emergency hospital in the company of a staff member.
3. The school will not be responsible for anything that may happen as a result of false information given at time of enrollment.
4. I also give permission for the center staff to administer First Aid to my child/ren.

I have received and carefully read a copy of the information regarding to the Parent's Statement prepared by the Bureau of Licensing in the Division of Youth and Family Services that was included in the ADLC handbook. I hereby certify that the statements and answers given by me to the questions on this application are true and correct to the best of my knowledge. I agree to cooperate with the general policies of Annette's Developmental and Learning Center, to perform the obligations of parents or guardians set forth in the admissions agreement, and to abide by the rules, regulations, and policies. My signature below indicates that I have read and understand the terms of the admissions agreement and that I have read and understand the rules, regulations, and policies provided by the center. It further indicates that all off my questions have been satisfactorily answered.

\_\_\_\_\_  
Parent's Signature/Guardian

\_\_\_\_\_  
Date

**Annette's Developmental & Learning Center**  
**2009-2010 Parent/Guardian School Contract**

1. To arrange for a readily available person to pick up my child/ren in the event that I can't be contacted.
2. To notify the school by fax or hand written note, if someone other than the parent/guardian will be picking up my child.
3. To inform the school if my child contracts a communicable illness.
4. To pick up my child immediately when notified that he/she is ill or injured.
5. To make all payments toward my child's tuition in a timely fashion. Once I enroll my child I am responsible for the tuition every week whether my child is here or absent due to illness, vacation, etc.
6. To give 30 day written notice of my intention to withdraw my child from Annette's Developmental & Learning Center.
7. I understand that Annette's Developmental & Learning Center is not responsible for personal items brought from home. Toys, Jewelry, etc. are not allowed at the center.
8. I hereby authorize the staff of Annette's Developmental & Learning Center to care for my child during the time he/she is at the center.
9. I understand that my child needs to be picked up within the 9 hours allowed. Anything after 9 hours I will be charged \$5.00 per hour. I understand that a \$1.00 per minute late fee will be charged at 5:30p.m. and every minute after 5:30p.m. until my child is picked up. These fees are charged every time a child is picked up late for any reason. After 6:00p.m. if the child has not been picked up, the local Child Protection Agency will be called to come pick up your child(ren).
10. I will follow the illness/medication policy at the center. I understand that if my child is sent home from the center with symptoms, that my child can't return to the center for 24 hours after symptoms have disappeared.
11. The center reserves the right to make adjustments in tuition as may be required by increased operation expenses. Parents will be notified at least 30 days in advance of such adjustments.
12. If my child(ren) has a documented food allergy, I must provide the center with an excuse from the doctor along with the alternate food choice.
13. All items must be labeled clearly with your child's name. The lost and found items will be kept for 60 days, and then donated to a charitable organization or given to a needy family.
14. I agree to bring my child(ren) in before 9:00a.m. each morning.

15. I understand that parents are not allowed to visit in the classrooms for extended periods of time. We want parents to feel that they can come and check on their children, but visitors in the room does become disruptive at times. All visitors must first check in at the office.
16. I understand that Annette's Developmental & Learning Center has internet access cameras. My child's classroom will be available over the internet for viewing by parents/relatives with the proper passwords.
17. I agree to pay an annual non-refundable fee of \$70.00 per child. I understand that if I choose to withdraw my child and re-enroll at another time that I will have to pay another \$70.00 registration fee.
18. If I am a child care assistance subsidized client:
  - A. I am expected to attend all scheduled days with a 5-day allowance per month\_\_\_\_(int). If absence days extend beyond the limit my childcare position may be TERMINATED\_\_\_\_(int). Subsidized payments allow for WORK or SCHOOL TIME ONLY, therefore, any ADDITIONAL CARE will be my responsibility, according to Annette's Developmental & Learning Center tuition rates and fee schedule\_\_\_\_(int). Childcare is provided only as specified in your subsidized AWARD LETTER or SERVICE NOTICE\_\_\_\_(int). My subsidized co-payment is due on the 1<sup>st</sup> of each month\_\_\_\_(int). Additional fees will be charged to my account the next business day for the following: Late Payment Fees\_\_\_\_(int), Diapering Supply Fees\_\_\_\_(int), Extended care not outlined above\_\_\_\_(int), After Hours Charges\_\_\_\_(int), Activity fees not covered\_\_\_\_(int). No discounts apply to subsidized customers including but not limit to the following. Early Payment Discount\_\_\_\_(int) Sick Days\_\_\_\_(int), Vacation days\_\_\_\_(int) The above agreed payment is the amount that I am liable for in case for any reason the subsidized agency does not cover my childcare expense\_\_\_\_(int)
19. If I pay cash:
  - A. There is a 2 weeks deposit that will I will have to pay in advance before the child/ren can be enrolled\_\_\_\_(int). Therefore, the client must pay 3 weeks in advance\_\_\_\_(int). The deposit can't be used toward the weekly payments\_\_\_\_(int). The deposit will only be refunded if the client gave Annette's Developmental & Learning Center a thirty-day notice of child/ren being removed from center\_\_\_\_(int). Also, if the center collected a 2 weeks deposit from client, the deposit will be refunded at the end of the thirty-day notice period\_\_\_\_(int). If I, the client leave Annette's Developmental Learning Center either with a balance or before the thirty-day notice period is over with, that balance will be deducted from my 2 weeks deposit\_\_\_\_(int). The REFUND will only be given as long as there is NO REMAINING BALANCE\_\_\_\_(int).
  - B. My tuition payment is due every Monday prior to service. If tuition is not paid on Monday by 9:00 am, I will have a 10% late fee of the balance added to my account and will be unable to receive childcare services.

20. The late payment charge is 10% of my balance on my account.
21. I understand that I may be asked to find alternate care for my child for the following reasons:
- A. Aggressiveness toward staff and other children.
  - B. Biting
  - C. Improper use of language
  - D. Any condition or behavior that requires more care than our teacher/child ratios can provide.
  - E. Any action or behavior by a parent/relative that is considered detrimental to the well being of the center.

Financial Agreement:

I agree to pay weekly/monthly tuition of \$ \_\_\_\_\_

I have received a copy of the center's policies and procedures and agree to follow them in their entirety. I agree to pay the amount due in advance for the time my child is enrolled. I understand that I may withdraw my child at any time by giving 30 day notice to the center's director. I also am aware that if I fail to give the center's director a thirty-day withdrawal notice in writing, I will be charged for 30 days of childcare services. I also agree to pay any court cost and legal fees if this daycare must take me to court or collections in order to collect outstanding balances.

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

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annette's Developmental & Learning Center  
2009-2010 Discipline Plan**

1. Our discipline plan involves positive ways of helping children to develop inner control so they can manage their own behavior in an appropriate and acceptable manner.
2. Appropriate and acceptable behavior will be rewarded with praise, encouragement and loving guidance from teachers and staff.
3. Corrective actions for inappropriate behavior:
  - A. Teacher speaks calmly and gently with child.
  - B. Teacher redirects child's attention to more positive choices.
  - C. If the child refused to cooperate, he/she will spend one minute in the time out for each year to reflect on  
Example: 2 years old – 2 minutes  
3 years old – 3 minutes
  - D. If a child persists in his/her inappropriate behavior, he/she will be referred to the Director.
  - E. If the child persists in appropriate behavior after meeting with the Director, the parent will be called for a conference with the Director.
4. No child shall be subject to physical punishment, corporal punishment, verbal abuse, or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.
5. No child or group of children shall be allowed to discipline another child.
6. When a child is removed from the group for disciplinary reasons, he/she shall never be out of the sight of a staff member.
7. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

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Signature of Parent

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Date

**Annette's Developmental & Learning Center  
2009-2010 Parent Code of Conduct**

Annette's Developmental and Learning Center requires that all adults behave in a manner consistent with decency, courtesy and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of our staff, but is the responsibility of each and every parent/adult who enters the facility. Parents who violate the Parent Code of Conduct will not be permitted on the center property thereafter, and their child may be terminated.

1. Swearing/cursing- no parent or adult is permitted to curse or use other inappropriate language on center property at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed toward members of staff.
2. Threats of any kind will not be tolerated. This includes, threatening of employees, children, their parents, or adults. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**
3. Physical, verbal, and corporal punishment of your child or other children at the center is not permitted. Parents are prohibited from correcting and disciplining a child that is not their own. If a parent should witness another parent's child behaving in an appropriate manner, or is concerned about behavior report them by their own child, it is most appropriate for the parent to direct their concern to the center director.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## ANNETTE'S DEVELOPMENTAL & LEARNING CENTER

### MUTUAL PERFORMANCE EXPECTATIONS STATEMENT

As the provider, I will.....	As the parent/guardian, I will.....
Ensure a safe environment	Communicate with my child(ren) about daily activities
Furnish nutritious meals and snacks	Pick up my child(ren) on time
Communicate with you about your child(ren) activities and growth	Take an interest in this program
Update equipment as business growth allows	Let you know when my child(ren) will not attend
Work with your child(ren) in age appropriate ways to stimulate growth and development	Let you know if my child(ren) will be picked up by someone other than the parent/guardian
Assist your child(ren) in developing a secure feeling and in adjusting to your absence	Help my child(ren) get the rest he/she needs so that the day is enjoyable for him/her
Recognize the individuality of your child(ren)	Dress my child(ren) appropriately for indoor and outdoor play
Recognize your child's accomplishments	Bring an extra set of clothing for my child(ren)
Work with you in planning for your child(ren) future education	Leave treats and other food at home
	Discuss nutritious food ideas with you when I wish to provide special treats
	Have my child(ren) finish eating before arriving if my child is eating on the way to child care
	ALWAYS leave a phone number if I am going to be in a different location for the day or part of a day
	If my child(ren) is being toilet trained, I will bring a change of clothing daily. I know we need to work together on the process to avoid frustration for all of us
	Pay my fees the rate of _____ per _____, due on _____
	Bring my child(ren) and pick him/her up within 9 hours or pay a late fee

**Together, we will**

1. Treat each other and your child(ren) with mutual respect.
2. Communicate regularly about your child(ren) nutrition, skills, accomplishments, struggles and general health.
3. Show your child(ren) we work as a team in his/her best interest.
4. Talk through any differences to decide what is best for all concerned.

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Special Instructions \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parental Awareness of Recordings**

I am aware that Annette's Developmental & Learning Center utilizes recordings of my child(ren) such as digital recordings, videotaping, audio recording, and web cameras while in the center for observation/security purposes.

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

\_\_\_\_\_  
Date

## **Annette's Developmental & Learning Center**

### **Authorization for the Application of Tropical Products**

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

I give permission for center staff to apply the following topical products to my child whether center provided or parent provided:

- Sunscreen
- Insect Repellant
- Diaper Rash Ointment
- Vaseline
- Other \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

# **Annette's Developmental and Learning Center**

## **Information and fees**

I understand that I am responsible for the following information and fees before admittance of my child.

The following must be turned in with your child's application:

- ✓ Registration Fees
- ✓ Tuition (paid each Monday)
- ✓ Admissions Agreement
- ✓ Immunization Card
- ✓ Copy of Birth Certificate
- ✓ Copy of Social Security Card
- ✓ New Enrollment Supplies

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

Register's Signature \_\_\_\_\_





















