



DAYCARE MINISTRY AND PRESCHOOL

**2022-2023 ENROLLMENT
PACKET**

"Keeping Christ, Curriculum, and Kids First"

Shaina Allman

DAYCARE PROGRAM DIRECTOR



ENROLLMENT FORM
Registration is for 2022-2023 School year

CHILD ENROLLMENT FORM

Date: _____

Name of child: _____
Last First M.I.

Date of birth: _____ Home Phone: _____

Home address: _____

Mother's name: _____ Cell Phone: _____

Mother's Email: _____ Work Phone: _____

Mother's Employer: _____ Employer's Address: _____

Father's name: _____ Cell Phone: _____

Father's Email: _____ Work Phone: _____

Father's Employer: _____ Employer's Address: _____

Marital status: (circle one) Married Separated Divorced Single

Primary Guardian: _____ Primary Payer: _____

Custody arrangements (please attach a copy): _____

PLEASE NOTE: Both custodial/legal parents are allowed access to the child's school records upon request.
Court documentation must be provided if there is any reason for records to be withheld.

Other parent (step, etc.): _____

Circle days child will attend: M T W R F

Usual arrival time: _____

Beginning date: _____

Usual departure time: _____

AUTHORIZATION FOR PICK-UP

Child's Name: _____

DOB: _____

We will not release your child to anyone without the Parent's/Guardian's written authorization. Please remind these individuals to always bring identification if we are not used to them picking up your child.

The following people have my permission to pick up my child:

Name _____ **Father/Guardian** Phone # _____

Name _____ **Mother/Guardian** Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

Name _____ Relationship _____ Phone # _____

The following people are specifically denied my permission to pick up my child from the day care ministry: A phone number is not necessary for these people.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Any court orders or restraining orders should be on file with the day care ministry.

Please note: Both custodial parents are permitted authorization to pick-up the child and to access to child's information to their well-being. In the instance a custodial parent needs removed from pick-up, a court order document must be submitted to the Program Director. The daycare ministry will not withhold a child or any information to a custodial parent, despite any personal parent custody disputes unless established by a court order and documentation.

Every child must be signed in and out every day they attend the day care ministry.

List two people already listed with authorization to pick up, who may be contacted in case of an emergency situation when the parent/guardian can not be reached.

Name _____ Relationship _____ Home# _____
Address _____ Cell# _____
Work Place _____ Work# _____

Name _____ Relationship _____ Phone# _____
Address _____ Cell# _____
Work Place _____ Work# _____

MEDICAL RELEASE

If a serious emergency arises, it may be necessary for a physician to attend to your child before the staff can get in touch with your designated physician. Such care can be provided only if you sign the following **AUTHORIZATION FOR MEDICAL TREATMENT.**

I give the person in charge of my child limited power of attorney to act in my absence to see that my child, _____, gets whatever medical treatment is necessary in case of sickness or accident.

List any medical exemptions (allergies, blood transfusion, etc.) for your child's emergency care in your absence. _____

List any significant health problems. _____

List any allergies (a **Special Dietary Needs form must be filled out by a doctor for any allergy that requires adaptation in the child's diet.**) _____

Child's Physician: _____ Phone # _____
Family Health Insurance Carrier: _____
Policy #: _____

Parent/Guardian signature

Date signed

PERMISSION TO GIVE CHILDREN'S TYLENOL

Occasionally a situation arises where your child might need to be given Children's Tylenol or Ibuprofen. This occurs particularly during teething times, as well as times when a child develops a fever during the day. Though we usually ask that you pick up your child when they are ill, sometimes a dose of Children's Tylenol is all that is needed to help them and they are able to stay in the child care ministry, as long as they are determined not to be contagious. We cannot give Children's Tylenol or Ibuprofen to your child without written permission from you. This is for the protection of both your child and our ministry.

Please read the following paragraph and sign it, if you give this permission. Please note that Children's Tylenol or Ibuprofen will not be given without a call to you stating the situation requiring such medication.

My child, _____, is permitted to be given Children's Tylenol or Ibuprofen as needed at Kidz First Daycare Ministry. Parent/guardian and staff will determine the need by phone for each incident.

Parent/Guardian signature

Date signed

FIELD TRIP PERMISSION FORM

Child's Name: _____

Birth Date: _____ Age: _____

Home Address: _____

City: _____ Zip: _____

Home Phone: _____ Parent emergency number: _____

Parents will be given advanced notice of each date and activity/field trip.

I understand that this permission form will cover all field trip/activities that my child will be doing with Kidz First Daycare Ministry including but not exclusively, public library, swimming at Donner Pool, special events at Donner Park, movies in Columbus, and the Kid's Commons. I understand that transportation will be provided by the church van or bus and parents may accompany their child on any activity they wish.

I am reminded that upon enrollment I signed an authorization for medical treatment in the event of an emergency.

Signed: _____ Date: _____

PERMISSION TO TAKE PHOTOGRAPHS, VIDEOS AND/OR RECORD

I (print your name) _____ give my permission for my child (print child's name) _____ to be photographed, videoed and/or recorded in the following ways as they participate in class/child care ministry activities. The purpose of these photographs, videos and recordings is only to have a record of good, fun time activities while my child is at the daycare ministry. I understand that copies will be available for me to purchase if I wish to get them reproduced at my own expense.

Classroom/School Building Yes _____ No _____

Kidz First Palm Sunday/Christmas Program DVD Yes _____ No _____
-In light of COVID-19 this would include a private live stream

Kidz First Website/Facebook Yes _____ No _____
-No names will be tagged

Sandbox Parent Portal App Yes _____ No _____
-These pictures are solely available to Kidz First families. Please know, we cannot prevent other families from sharing these photos outside of this platform.

Parent/Guardian Signature

Date

PARENT AGREEMENT FORM

WEEKLY FEE SCHEDULE

Enrollment fee (Non refundable & due upon enrollment).....	\$ 100.00
Infant-24 months.....	\$225.00
2 Years-3 Years.....	\$205.00
4 Years-PreK.....	\$185.00
School-Age After School Program.....	\$ 90.00
BCSC School Break Care.....	\$185.00

Annual Preschool Registration fee (ages 2 and up)\$ 55.00

Due at the beginning of each School Year in September

-I understand it is my responsibility to see that my child is signed in and out each day as well as swiped in and out at the voucher terminal if applicable. I understand that the loss of my voucher card is not a valid reason for not swiping my child in and out. In case I cannot locate my card I must know numbers to manually punch my child in and out.

-Fees are due on Monday of the current week. A \$10.00 late fee will be applied if fees are not paid by Tuesday evening.

-If you have 2 or more children enrolled at Kidz First, you will received a 10% discount off your total balance.

-A \$1.00 per minute, per child, fee will be charged to parents arriving after 5:30 p.m. to pick up their child.

-A returned check for insufficient funds will be considered no payment, and you must pay the charge assessed to us by our bank as well as the late fee.

-There will not be any reduction of fees for the days the daycare ministry is closed during the year.

-If it becomes necessary to close or delay opening the daycare, this information may be found by accessing any of the following media options: **Kidz First Daycare Ministry and Preschool Facebook Page, Sandbox, Fox 59 TV and WRTV 6**. You will also be notified of the following: a) Absence, illness, serious injury, or death of provider b) Care in an emergency c) emergency evacuation (fire, tornado), is posted in the facility where the provider operates the child care program.

-If you choose to take time off or your child is ill, you are still obligated to pay your weekly fee.

-You must give a two week notice for withdrawal of your child.

-I have read these conditions regarding my obligation to pay fees. I understand my obligation and agree to do so.

-I agree to provide the requested medical information, medication information, and immunization records required by the State of Indiana. I understand my child may be required to have a current immunization record on file within 30 days of enrollment or six months prior to enrollment. If this is not met, I understand my child will be excluded from the Daycare Ministry until these forms are provided.

-I understand that I must sign an authorization regarding any necessary medication to be given to my child and must update the authorization weekly. Any prescription medication must be brought in the original prescribed container with the original prescribed dosage and administration instructions on the container.

-I understand that I have signed a Medical Release Form allowing the Director or their designate to call for, receive, and provide for any emergency medical care. Should my child become ill or suffer an accident of a nature determined by the Ministry to require medical attention, Kidz First will attempt to contact the parent. If the parent is unavailable, the ministry representatives shall be authorized to secure medical attention and care for the child as necessary.

-I have read the Parent Handbook and agree to the policies contained within. I agree to keep Kidz First Daycare Ministry currently informed as to changes in telephone numbers, addresses, employment, etc... where I may be reached during the day.

PARENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

KIDZ FIRST
Daycare Ministry
Columbus First Church of the Nazarene
1245 McClure Road, Columbus, IN 47201
Phone: 812-372-1411 Fax: 812-289-6471

Dear CCDF Voucher Families:

Thank you for choosing Kidz First as your child's daycare provider. We are looking forward to watching your children learn and grow during their time here.

We would like to make you aware of a few things in regards to your vouchers.

We are a Registered Ministry which means you are responsible to pay for your child's copay and any overage rate that is listed on your voucher. These are based on the income you report to the CCDF Voucher office and not something that can be changed on our behalf.

The provider page should be filled out by a member of the management team.

The swipe machines for the yellow Hoosier Works card are located immediately to the left as you enter our gymnasium.

The agreement you signed with the voucher agency stated that you are responsible for recording the hours your child was actually in our care daily. This is to be done at drop off and pick up. No other swiping is allowed.

Your child has a set amount of time they are required to be in our care. If you are unaware of the hours required, please contact the voucher office at 317-535-3326. If your child is not here the allotted hours, your subsidy will be short and you will be responsible for paying the difference.

We are responsible to report any abuse of the voucher system.

By signing this letter you understand the voucher rules and agree to follow them.

Parent/Guardian Signature

Date

KIDZ FIRST Daycare Ministry
Columbus First Church of the Nazarene
1245 McClure Road
Columbus, IN 47201
Phone: 812-372-1411
Fax: 812-289-6471

We at Kidz First Daycare Ministry believe it is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child or staff member are not permitted.

In response to these behaviors, we will not use:

- Threats or Bribes
- Physical punishment, even if requested by parent
- Deprive your child of food or other basic needs
- Humiliation or Isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time out or "thinking" chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself, other children, or staff, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, within a definite time frame, you may be asked to make other child care arrangements.

Child's Name

Date of Birth

Additional helpful techniques that may help with my child:

Parent Signature _____

Date _____

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Dear Parent:

Providing your infant with a safe environment in which to grow and learn is of extreme importance to us. To that end, our child care facility has implemented policies and procedures to create a safe sleep environment for your infant.

We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history."

Our written policy is as follows:

- All infants will always be placed on their backs in safety-approved cribs.
- Infants will not sleep on water beds, sofas, soft mattresses or other soft surfaces.
- Soft materials such as pillows, quilts, comforters, sheepskins, stuffed toys and loose blankets or bedding will not be placed in infants' sleep environments.
- Infants will not share a safety-approved crib with other children.
- Infants will remain lightly clothed and comfortable while sleeping. Bibs and pacifier clips will be removed. Parents are encouraged to provide a sleep sack for their infant.
- Crib gyms, toys, mobiles, mirrors, and all objects will not be placed in infant's sleep environments.
- Supervised "tummy time" will be observed while infant is awake.
- No smoking outside of the daycare will be allowed in infants' environment.
- If a sleep position other than on the back is required, a medical waiver signed by a doctor, listing the medical reason for the alternate position will be required and kept on file.
- Infants are not permitted to sleep in bouncers, swings, car seats, or alternative sleep surfaces. If they should fall asleep in one of these devices, they will be immediately moved to the safety approved crib.
- Infants CANNOT be swaddled.

Since the start of the 1994 national campaign that provided guidelines for parents, health professionals and other caregivers to place infants on their backs to sleep, the number of infants dying of SIDS has decreased by 42%.

Again, safety of your infant is paramount to us. By signing below, you, as the parent, understand and comply with the policies of the child care facility which your child will be attending.

Signature of Parent

Date

REDUCING the RISK of SIDS in CHILD CARE

Infant Information Sheet

Name: _____ DOB: _____

Arrival Time: _____ Departure Time: _____

Upon arrival, the families will talk with the teacher about when the child last ate, slept, and was changed, as well as any other needs for that day. The teacher will complete the child's My Day Sheet throughout the day. It will be available for the families to review and take home at the end of the day. The copy will remain in the child's file at the center.

Families will provide three changes of clothes, diapers, wipes, and enough bottles for each day. The center will provide infant cereal, an iron rich formula option, Gerber baby food, and table food when the baby is old enough.

Special instructions for feeding:

Other helpful information:

Things that comfort child: _____

Things that frighten child: _____

Ways child likes to be held: _____

Ways child likes to sleep: _____

Were there any complications or special circumstances at birth:

Any other information you wish to share:

Kidz First Daycare Ministry Safe Conditions Policy

It is our desire at Kidz First Daycare Ministry to maintain safe conditions at all times. Below, we've listed just a few of the ways we plan to keep your child safe. This form is provided to you in accordance with changes to the Indiana CCDF Provider Eligibility Standards laws (IC12-17.2-3.5) which took effect July 1, 2015.

Transportation Safety: Our child care ministry will provide transportation from/to our facility for occasional class field trips. We will only transport children if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children. Drivers will follow all pertinent Indiana laws and will not use cell phones at any time while driving. Children will always be restrained in proper seats and seat belts and at no time will a vehicle exceed the recommended capacity or speed limit. Children will not be left unattended, and will be walked to and from the building. Upon returning from each trip, the bus/van/car will be inspected to ensure that no children are still on board. We have automobile insurance that covers transportation of children for our child care business. All vehicles used for transportation will be maintained in a safe and legal condition.

Supervision and Staff Qualifications: Children will be actively supervised with the required number of qualified adults per children ratio. A 'qualified adult' is an adult who has completed/obtained a fingerprint screen, drug screen, negative TB test and all required trainings. Children will not be left unattended (out of sight or hearing) at any time. Ratios of 50% may be observed during nap times.

Building Safety, Outdoor Safety, and Cleanliness: Our child care will maintain all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts or materials containing poisonous substances. All chemicals will be kept out of reach in a room, unused by children, at all times. The child care ministry will clean the facility daily, sanitize toys, furniture and other equipment used by children daily, weekly, and when they become soiled or contaminated.

The child care ministry will maintain a "zero tolerance policy" for weapons, firearms, drugs, alcohol, smoking or workplace violence. All personal items, and potentially harmful office or room supplies will be kept out of the reach of children. All medications will be stored in a room separate from the children in a locked box. First Aid kits will be kept stocked and available to all teachers.

Anyone picking up a child must show proof that they are eligible to pick up the child by having their name listed on the "Authorization to Pick Up" form in the enrollment packet and providing adequate ID at the time of pickup.

Parent Signature

Date

Parent Signature

Date

KIDZ FIRST
Daycare Ministry
Columbus First Church of the Nazarene
1245 McClure Road
Columbus, IN 47201
Phone: 812-372-1411
Fax: 812-289-6471

SPECIAL REQUIREMENTS FORM

In the event that my child has, or should develop, special requirements for the daycare to follow, I am aware of the following information and wish to enroll my child

(Child's name)

at Kidz First Daycare Ministry and agree to hold harmless Kidz First Daycare Ministry from injury resulting in actions performed in good faith.

- Kidz First is a Registered Daycare Ministry and follows recommended guidelines of the State of Indiana for Registered Ministry requirements – including recommended ratio requirements- as well as dietary requirements provided by the Indiana Department of Education Food Program guidelines.
- Kidz First cannot employ additional staff for the care of one child and does not provide one on one care for children. Kidz First must consider all children important and cannot discriminate by giving one child more individual attention than another.
- Kidz First does not employ a children's nurse or dietician on staff or anywhere on the premises.
- Kidz First staff are trained in Standard First Aid and CPR procedures only, no other training for any childhood diseases is offered on a routine basis.
- Kidz First will administer medication to your child at your direction as long as proper procedures are followed, medication is provided to us in the original container with prescribing physician orders, and the appropriate paperwork is filled out by the parent, or physician (if required).
- Kidz First reserves the right to terminate care with, or without notice, on the basis of behavior, need for specialized care beyond our ability to safely provide, parent not abiding by daycare policies, or at the discretion of determined need by the Daycare or the Daycare Board.

Parent/Guardian signature

Date signed

CHILD IMMUNIZATION RECORD

Child's Name _____ Date of Birth _____

Parent's/Guardian's Name _____ Phone _____

Address _____
Street City State Zip

Record Date of Immunization

	1	2	3	4	5
Hep B				-----	-----
DtaP/DTP/Td					
Hib					-----
MMR			-----	-----	-----
IPV					-----
Varicella		-----	-----	-----	-----
PCV/Prevanar					-----

Child has documented history of varicella disease ___ No ___ Yes If yes, age _____

Please check the appropriate response
<input type="radio"/> Child has received complete age-appropriate immunizations.
<input type="radio"/> Child is currently in the process of receiving complete age-appropriate immunizations

Comments: (Please list immunizations excluded for medical reasons) _____

Signed, _____ Date _____
Health Care Provider's signature

Printed name and Title _____

This form shall be updated annually or whenever children are given new immunizations

Kidz First Fax: 812-289-6471

KIDZ FIRST
Daycare Ministry
Columbus First Church of the Nazarene
1245 McClure Road, Columbus, IN 47201
Phone: 812-372-1411 Fax: 812-372-5059

Suspension and Expulsion

Kidz First Daycare Ministry strives to nurture a child's development through caring, patience and understanding. With these values in mind, we teach children developmentally appropriate ways to positively handle social and emotional situations. Through training, peer review, and mentoring, our staff has the knowledge to come alongside the children and guide them through the different stages of development. Our classroom environments are purposeful, engaging, supportive of social and emotional growth, and we celebrate diversity.

Our staff is trained in different ways that they can help children begin to understand how to self-regulate their emotions, as well as how to resolve conflicts. Even though we work with the children to strengthen their social and emotional skills, there may be times when a challenging behavior arises that could cause a serious safety threat. When these behaviors begin to arise, our staff will do the following to ensure that all children are kept safe and the best needs for all children are met.

- Our staff will be in constant communication with the family to keep them informed about all situations that happen during the day. This will be done verbally, through the 'My Day Sheets' and/or phone calls.
- If the behavior continues, our staff will begin to chart the behaviors in hopes of finding a trigger that may be causing the behavior. A member of the management team will also come to observe the class and guide the teachers in additional ways to support the child.
- If the behavior is still continuing, the staff and management team will have a one-on-one meeting with the family to form a plan for at home and at daycare. This may include getting information to families about agencies that provide services such as interventions or consultations. Any reasonable accommodations will be made for the child as needed.
- After all these steps have been taken, the management team will determine if the behavior is a serious safety threat that cannot be addressed with reasonable modifications and/or the use of positive behavior support. If there is a serious safety threat, the management team will talk with the family about finding other child care arrangements.

We understand that Kidz First Daycare Preschool and Ministry may not be the best environment for every child. With the way that Kidz First is structured, one-on-one care cannot be provided in order to give the best learning environment for the class as a whole.

I, the parent/guardian, agree to follow the structure listed above and will work with the Kidz First staff and management to obtain the best learning environment for my child and their classroom.

Parent/Guardian Signature

Date

**NOTICE CONCERNING FIRE SAFETY
PROTECTION**

As of March 2007

Dear Parent(s) or Legal Guardian(s)

Under Indiana law, a child care ministry may choose not to provide certain fire safety protections if the parent(s) or legal guardian(s) 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. The reason you are being given this notice is that this child care ministry has chosen not to provide the form of fire warning system, such as smoke detectors or fire alarms, as is required for a licensed day care center.

I/we, the parent(s) or legal guardian(s) of _____,
Acknowledge that I/we have read and understood the above notice concerning fire safety protection.

Date

Signature

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 must comply with the State rules concerning sanitation and fire and life 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

Name of child enrolled

This notice does not absolve a Daycare Ministry from liability for injury to a child, while the child is at the Daycare Ministry, if the cause of the injury is negligence or intentional wrongdoing on the part of the Daycare Ministry or an employee of the Daycare Ministry.

HELPFUL INFORMATION ABOUT YOUR CHILD

Has your child attended any other day care center or ministry? Yes ___ No ___

List your child's strongest social skill and weakest social skill.

My child's favorite game(s) is/are _____

My child's favorite toy is _____

My child's special interests are _____

My child is allergic to _____

My child has a known medical complication of _____

My child takes the following medication on a regular basis _____

My child likes the following food _____

My child does not like the following food _____

My child needs assistance with (dressing, bathroom, hand washing, eating, etc.)

My child uses the following special words for a known word _____

I want you to know the following about my child _____
