

Enrollment Date: _____

Bright Beginnings Enrollment Form

Child's Name: _____ Date of Birth: _____

Parent or Guardian Name(s): _____ Mother's Social Security # _____

_____ Father's Social Security # _____

Email Address: _____ Alternate email: _____

Mothers Cell Phone: _____ Home Phone# _____

Father's Cell Phone: _____ Home Phone# _____

Mother's Home Address: _____

Father's Home Address: _____

Mother's/Guardian's Place of Work: _____

Work Phone: _____

Father's/Guardian's Place of Work: _____

Work Phone: _____

Only the following people can pick up my child:

Name: _____ phone: _____ Relationship to Child: _____

Name: _____ phone: _____ Relationship to Child: _____

Name: _____ phone: _____ Relationship to Child: _____

In emergency, when parent cannot be reached, notify:

_____ Relationship to child: _____

Address: _____ Phone: _____

General Status of Child's Health: _____

Allergies or restrictions on child's participation in activities:

Specific instructions from parent or physician:

Name of Primary Physician: _____ Phone _____

Name of Hospital: _____ Phone _____

Name of Dentist: _____ Phone _____

Permissions: In case of accident or illness requiring medical attention in the parent/guardian absence, I authorize employees of Bright Beginnings Day Care to seek emergency medical care for _____ (child's name).

Centers Hours: M-F 4:30am-8:00pm

My child's approximate drop off time will be: _____. My child's approximate pick

up time will be: _____. My child will be attending (circle each) M T W R F

I am enrolling under this rate (circle one): **Full-time Part-time Drop-off**

***must have Service Agreement within 1 week of enrollment**

Signature of Parent or Guardian: _____ Date: _____

Bright Beginnings Day Care Center LLC.
116 Prince Royal Drive
Berea, KY 40403
Phone: 859-985-0550
Fax: 859-985-0590

REQUEST FOR RECORDS

Doctor or School Name _____

Child's Name _____

Address _____

Date of Birth _____

Parent/Guardian Name _____

Health

- Physical Exam
- Immunization Certificate
- Eye Exam
- Dental Exam
- Hearing Screening
- Birth Certificate
- Social Security Number

I, the parent of guardian of this child, give my consent to release the following records to the agency/school listed above.

Parent/Guardian Signature

Date

Staff Signature

I, _____, have received a copy of the "Parent Contract" and fully understand all items listed in the contract. I am in agreement with all items. I understand that revisions may be necessary in the future, and I will be notified of any such revisions in advance. By signing this contract, I agree to fully abide by all terms.

Signature: _____

Date: _____

I, _____, have received a copy of the Emergency/Disaster plan provided by the daycare and understand all items listed in the plan should any disaster arise.

Picture Permission Slip

I, _____, give permission for Bright Beginnings Day Care staff to take pictures of my child, _____ . I understand that the pictures will be used solely for displaying in the classroom and/or for classroom projects.

Parent/Guardian Signature: _____

Date: _____

Diaper Cream Permission Slip

Child's Name: _____

Date: _____

Medication: _____

Dosage to be given: _____

Time to be given: _____

I give employees of Bright Beginnings Day Care permission to administer the above medication as necessary.

Parent/Guardian Signature: _____

Fees and Payments

Hours of Business:
Monday-Friday: 4:30am-8:00pm

Payments Due: Each week on Friday for current week.

Holidays Closed: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day and New Year's Day. We do charge for all holidays.

Vacation Policy: Once a child has been enrolled for 1 full year, parents may take a vacation week that is unpaid. Parents must give us a 2 week notice in writing before taking this vacation week.

Fees are the same each week REGARDLESS of attendance.

Holding Spots: We do not "hold" spots that are needed in the future unless parents pay for the spot.

Late Fees: There is a late fee of \$5.00 for children picked up from 5 to 15 minutes after closing. The fee is \$10 for children picked up 15-30 minutes late.

Withdrawing: If you decide to withdraw your child from our center, a two week notice is required. Payment is required for the following two weeks.

Sibling Discount: If enrolling multiple children, there will be a 10% discount applied to each additional sibling enrolled at part-time or full-time.

Payments:

FULL-TIME: (30-50 hours of care weekly) *All hours over 50 are \$5/hr
\$175/week (0-2 year olds)
\$155/week (3-5 year olds)
\$135/week (6 & up)

*PART-TIME: (Less than 30 hours weekly)
\$125/week (0-2 year olds)
\$115/week (3-5 year olds)
\$95/week (6 & up)

**DROP-IN: (Daily rate)
\$40/day (0-2 years old)
\$35/day (3-5 years old)
\$30/day (6 & up)

*Part-time rates are available to parents who have a "set schedule". Parent will contract with us the days and times of care that they will need.

**Drop-in must call for availability on the day care is needed. Child cannot be dropped off unless space for child has been confirmed by the center for that individual day. We cannot permanently hold spots for children enrolled for drop-in care.

Please write your child's name and your signature next to the payment option that applies to that child:

Payment Plan	Rate	Payment Due Date	Child's Name	Parent Signature
Full-time paying parent 0-2 years old	\$175	Every Friday- does not fluctuate		
Full-time paying parent 3-5 years old	\$155	Every Friday- does not fluctuate		
Full-time paying parent 6-12 years old	\$135	Every Friday- does not fluctuate		
Part-time paying parent 0-2 years old	\$125	Every Friday- does not fluctuate		
Part-time paying parent 3-5 years old	\$115	Every Friday- does not fluctuate		
Part-time paying parent 6-12 years old	\$95	Every Friday- does not fluctuate		
Drop-in paying parent 0-2 years old	\$40	Due at time of drop-off		
Drop-in paying parent 3-5 years old	\$35	Due at time of drop-off		
Drop-in paying parent 6 & up	\$30	Due at time of drop-off		
Full-time child care assistance- co-pay multiplied by 5	\$ _____.	Every Friday- does not fluctuate		
Part-time child care assistance- co-pay multiplied by number of days attended	\$ _____.	Every Friday- does not fluctuate		

Every Tuesday a \$5 late fee will be added if you owe for the previous two weeks of tuition.

****Delinquent accounts are placed with a collection agency or an attorney for collection. Any fee's incurred by placement of accounts are added to the collection amount. Please maintain a current balance. ****

Bright Beginnings Day Care Contract And Parent Handbook

Enrollment Procedures:

An enrollment form must be filled out on each child before his/her first day. The enrollment form consists of emergency phone numbers, authorized escorts, and general medical histories on each child. A food program enrollment form and income application must also be filled out. Even if your child does not qualify for free/reduced meals, we still need the forms filled out.

Immunizations:

Immunization certificates must be provided on all children before his/her first day. We will give parents a notice if your current immunization certificate is getting ready to expire. Parents must provide a new certificate before the expiration date. If parents fail to provide a new certificate, the child may not return to day care until we have a current certificate. If your child has an appointment after the expiration date, you will need to request a "provisional certificate" which will carry you over until your appointment date.

Medication

All medications other than diaper cream must be given directly to office personnel. Medications must be in original container with child's name and prescription label if ordered by a physician. Dosage requirements must meet the age of the child. Bright Beginnings will only give medications that require more than 3 times per day per doctor's prescription/note.

Supplies:

Parents must provide a sheet and blanket for all children 5 & under. Crib sheets fit our nap mats. Parents should bring bottles (**with lids**) for an infant. All bottles must be clearly labeled. Parents need to supply diapers and wipes for infants/toddlers. If a child does not have any diapers or wipes then we will charge 25 cents for each diaper that we provide. The total amount for diapers will be added to you weekly bill. Parents should also supply diaper ointment for their infant/toddler. We will let parents know when their child is low on these items. Parents should also leave a change of clothes at day care. Infants should have two sets of spare clothes.

Feeding Schedules:

The children (over 12 months of age) are served am snack, breakfast, lunch, and an afternoon snack. If children are in attendance in the evening, they will be fed supper. All food is provided. We are on a state funded food program which gives us a partial reimbursement for food. This program insures that all children are being fed a variety of foods from the different food groups and are eating nutritional meals. A weekly menu is posted if you would like to see what your child will be eating that week.

Infants are fed on demand unless parents have them on a specific schedule. Infants are fed Gerber Good Start Formula with iron. If parents prefer to use a different brand, the parents must provide the formula. If parents chose to provide the formula, the bottles must be prepared at home. Infant cereal and baby food will be introduced when the parent feels their child is ready.

Graduating to the Next Age Group

Infants will move to the one year old classroom when they are 12 months and walking. At age 24 months they will move to the two year old classroom. They may move to the 3 year old room at age 3 if they are completely toilet trained. If they are not toilet trained at age 3 they will remain in the 2 year old room and the teacher will work with them to help with their training once the parent decides they are ready.

Daily Routine:

All children take an afternoon nap or at least rest. This is REQUIRED by the state. Infants sleep when needed. School-agers will engage in quiet activities during this time.

We provide a well-balanced day for the children in each classroom. The children follow a curriculum which includes: Circle Time, Arts & Crafts, Music & Movement, Story Time and are presented a Weekly Theme. In addition to these activities, all children will use the gym/playground for gross motor activities. *Infants may participate in gross motor in their classroom.

Children who come to day care after school will also have gross motor time (outside weather permitting) and have planned activities. In addition, school-agers will have time allotted to work on their homework. Teachers are more than happy to help children with their homework if needed.

Children should always wear "play" clothes to day care since they will get dirty occasionally. Children should also come to daycare wearing socks and shoes. Please label all coats and jackets.

Children are allowed to watch occasional educational programs on TV, but they are limited to Fridays unless it is part of the weekly theme.

Assessments/Screening

Teachers will be conducting a developmental screening of all children within 90 days of enrollment. Results of the screening will be shared with the parent/guardian. Referrals(if needed and parent/guardian permission) to agencies such as First Steps can be made within 30 days of screening.

If your child has an IFSP or IEP please share this with us so that we may incorporate their developmental goals into the daily lesson plan

Field Trips

Occasional field trips may be planned during the summer months. Parents are responsible for any costs associated with field trips. Field trips must be paid for up front and must be accompanied by a parent signed permission slip. Failure to provide these things will prevent the child from attending. Field trips are designed for children who are school-age (6&up) and are completely toilet trained. These trips occasionally include trips to the public pool. Every child must have their own sunscreen with a medicine permission slip to attend the pool field trips. If you do not provide sunscreen they will not be permitted to attend. Field trips may be revoked due to inappropriate behavior at the discretion of the Director.

Discipline:

We try to use redirection for behavior problems, but we also may need to utilize “time-out” to handle additional behavior problems. These are kept to a minimum and are usually used for behaviors such as biting, hitting, temper tantrums, or not following the safety rules intentionally. If a child needs a “time-out”, it is 1 minute per chronological age. Rules are designed for the safety of all children.

When a child is exhibiting a repetitive behavioral problem we will try to work with the parents to come up with a plan of action that will help alleviate the problem. If all efforts are exhausted and the child continues to hurt the other children it will be at the discretion of the director as to whether we disenroll the child.

Teachers/Assistants/Substitutes:

All staff members are required to have a police background check and child neglect background check completed at the time of hire. There will always be at least one staff member working who is certified in CPR and First Aid. All staff members are required to have 15 hours of training in child care annually.

Hours of Business:

Monday-Friday: 4:30am-8:00pm

Sick Child Policy:

Parents will be notified if a child has a temperature of 101.5 or higher or have any of these symptoms:

1. Diarrhea
2. Pink-eye
3. Severe coughing
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Vomiting

If a child has any of these symptoms their parents will be required to come and take them home. We will try to keep the child isolated from the other children until their parents arrive. If a child returns to daycare before their symptoms are gone, a doctor’s note will be required stating that the child is not contagious and that they may return to daycare.

If a child is requested to be given medicine while in care, a medicine slip must be filled out in advance. Medicine is not allowed to be given by verbal permission over the phone. We are also required to have a medicine permission slip filled out for any type of diaper cream. A new slip is required for each new tube of cream.

***If your child has a fever in the morning, please do not give them medicine and send them to day care anyway. Children with a fever need to stay home for the health of the other children and staff. Please be considerate. After an illness, children must be fever free (without medication) for 24 hours before returning to day care.**

Sign In/Sign Out:

Parents and guardians are required to sign their children in and out daily upon arrival and when leaving for the day.

Picking up Children:

Children may only be picked up by those designated by the parents on the enrollment forms. If someone other than those listed on the enrollment form will be picking up your child, we will need a written statement from you ahead of time. Anyone other than the parents must have a current driver's license for proper I.D. to pick up the child.

Sunscreen Policy:

We prefer not to apply sunscreen to children. It is considered a medication by the state licensure policies. Therefore, we ask that parents apply sunscreen before they drop off their child in the mornings. They do make an "all day" sunscreen.

Other:

Please do not send any toys from home with your child. In most cases, they cause problems for both the child and staff. Most children have a hard time sharing their "own" toys and share much better with our "neutral" toys.

Unless your child is required to have a special diet due to food allergies, etc., do not send juice cups or food with your children. The food program does not allow children to "munch" between meals. All food is provided and we are required to adhere to our written menu. We serve several components at each meal and usually children will find something that they like to eat from those choices. If your child has food allergies that prohibits them from eating certain foods on our menu, parents must fill out a "Modified Meal Form" which must be signed by your physician.

The "Bookmobile" from the Madison County Library visits our center every other week. The teacher's take small groups of children, out to the bookmobile to let them check out new books for their classroom.

School Buses drop off and pick up school aged children at the front door of the center. A staff member will escort all children to/from the bus stop. Please tell your children that if you are waiting in the car in the parking lot, they still need to enter the day care and you will meet them inside. The bus drivers have had bad experiences with this situation in the past and have asked us to pass on this information to you. If your child will not be getting off the bus on a particular day, please call the center.

If your child will be absent for the day, please notify us as soon as possible. This is very important for meal planning, employee schedules, and for those who desire drop-off care.

If you no longer need our services, we require a two week notice in writing. If a two week notice is not given, parents will be charged for the two weeks regardless of attendance.

We hold the right to terminate the enrollment of any child at our discretion. Please be advised that a termination of care may be immediate.

Please let us know if there are any special requests or rules for your child. Please notify us of any activities that he/she may not participate in. A copy of the parent/child rights is posted on the information board next to the sign in/ out sheet.

Night-time Care Policies:

If your child will be using child care during the evening hours (6pm-8pm), they will be fed dinner at 6:00pm.

Payments

Payments are due each Friday for the current week unless you are paying the hourly rate. If you are utilizing the daily rate, payment is due the same day of service. Hourly rates are due the following Friday (after the tuition reminders go out letting you know what you were charged). Please make payments each week unless you have set up a plan with us to pay every other week. We have a \$5.00 fee that is placed on all accounts more than 14 days past due. This fee is accessed to the account each week until the account is brought current.

Payments can be placed in the black drop box located on the wall by the front desk. Envelopes are provided for cash payments. If you would like a receipt to accompany your payment, please ask any staff member for assistance.

At the director's discretion, accounts that become delinquent can result in disenrollment from our program.

If your child care is paid for by the assistance program we are required to report parents who are more than two weeks behind on their co-payments.

Any fee incurred by placing a delinquent account with an attorney or collection agency will be added to the account.

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

**CHILDREN AND PARENT RIGHTS
PURSUANT TO KRS 199.898**

All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety and developmental needs.

Parents, custodians or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without retribution against the parent, custodian, guardian or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year;
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.892 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

Cabinet for Families & Children 06/30/99 859-289-7123
P.O. Box 335
Carlisle, KY 40311

Emergency Procedure

In the event of a Fire:

1. All children in zone 1 line up at the doorway of their classroom and follow a staff member to Exit 1.
2. All children in zone 2 line up at the doorway of their classroom and follow a staff member to Exit 2.
3. Once children and staff have exited the building they go outside and move as far away from the building as possible.
4. If one of the main exits is blocked by the fire all children and staff will exit through the other exit

All staff will take their class binders and class clipboards with them. Once children and staff are at a safe distance they will take role. The staff will also be in charge of calling the parents of the children in their classroom.

In the event of an Earthquake or Tornado:

1. All children in zone 1 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 1.
2. All children in zone 2 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 2.
3. All children in zone 3 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 3.
4. Once children and staff reach their designated shelter children and staff sit against the far wall (away from the windows).
5. Children sit on their knees bent down with their hands over their heads. Staff members hold younger children on their laps and cover them.
6. Everyone remains in this position until the emergency is over.

*** Staff will take their class binders and clipboards with them. As they get students into position they will take role.***

In the event of a Chemical Emergency:

1. All children in zone 1 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 1.
2. All children in zone 2 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 2.
3. All children in zone 3 will quickly and quietly line up in the doorway of their classroom and follow staff to Shelter 3.
4. Before entering shelter and administrator will shut off heating/air conditioning systems.
5. Once all children and staff have reached their designated zone, a teacher must seal up the classroom using the SIP kit.
6. Everyone must stay in the shelter until instructed to exit.

All staff will take their class binders and class clipboards with them. Once children and staff are at a safe distance they will take role. The staff will also be in charge of calling the parents of the children in their classroom.

In the event of an Evacuation:

1. Bright Beginnings Daycare is in Zone 3C.
2. Staff will line their students up and exit through the front door.
3. Teachers will take class binders and clipboards and will take role when they get their class into the vehicle.
4. Children and staff will be transported to North Laurel Middle School, London.
 1. Take I-75 South to exit 41. Left onto KY-80, Right onto KY-472 and to North Laurel Middle.