



W.C. Christian Academy Enrollment Application

Family Information (Please Print)

Enrollment Date: _____

Child's Name: _____ DOB: _____

Mother's Name: _____ SSN: _____

Address: _____
Street Address City State Zip

Home Phone # () _____ Mandatory Work Phone # () _____

Cell Phone # () _____

Father's Name: _____ SSN: _____

Address: _____
Street Address City State Zip

Home Phone # _____ Mandatory Work Phone# _____

Cell Phone # _____

Mandatory: Two Emergency Contacts and Authorized Pickup

Name	Address	Relationship	Phone Number
------	---------	--------------	--------------

Authorized to pick up child? _____
Yes No

Name	Address	Relationship	Phone Number
------	---------	--------------	--------------

Authorized to pick up child? _____

Name	Address	Relationship	Phone Number
------	---------	--------------	--------------

Family Code Word: _____

Health Care Provider:

Child's Physician: _____
Name Address Phone Number

Thank you for completing this form in its entirety. If any information changes, please notify us promptly.
Please sign and date. I have read policy for enrolling my child at W.C. Christian Child Academy
(www.wcchristianacademy.com)

Parent/Guardian's Signature: _____ Date: _____

South Carolina Department of Social Services
Child Care Regulatory Services

**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: W.C. Christian Academy County: Dorchester

Address: 1202 Central Avenue Summerville, S.C. 29483
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) ☐ Yes ☐ No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: ☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Check all meals Child will receive daily: ☐ Meals are not offered ☐ Breakfast ☐ Morning Snack ☐ Lunch

☐ Afternoon Snack ☐ Dinner ☐ Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: ☐ Yes ☐ No ☐ N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

W. C. Christian Academy
Contract/Rate Agreement

This contract is between **W.C. Christian Academy** and :

Print Parent/Guardian's Name

Print Parent/Guardian's Name

To provide childcare for: _____ Beginning on: _____

Other Children _____ and _____

Weekly fees are **due on Friday in advance** for the next week for all clients. If fees are not paid by end of the day on Monday, your account will be charged a \$30.00 late fee. Please let the director know in advance about monthly payments. Monthly payments are due on the 4th of each month for 4 or 5 weeks (weeks depend on the month). After the 5th day, a \$30.00 late fee will be charged to your account. **There are no discounts for vacation days, holidays, and/or days missed for other reasons. You are expected to pay the same fee.**

A \$100.00 registration fee (non-refundable) is charged for each child being enrolled.

Full Time: Weekly tuition rate for the above listed child (ren) will be \$ _____.

ABC Voucher Parents: Weekly fee for child(ren) will be \$ _____.

First Steps 4K Program 7:30a.m. to 2:00 p.m. Parents are responsible for paying before and after school care if needed. **After 2:00 p.m., parents will be charged a \$2.00 fee for each minute he/she is late picking up their child.**

Before/Afterschool

Weekly tuition rate for the above listed child (ren) will be \$ _____.

We do not offer part-time daycare or part-time before/afterschool care.

Contracted Hours

The provider shall provide child care services and the parent shall pay for such services (**10 hours day**) as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
From _____	From _____	From _____	From _____	From _____
to _____	to _____	to _____	to _____	to _____

You are required to notify me at least two weeks in advance of any changes in the contracted hours.

I agree to the terms set forth above and have read the business policies and expectations as outlined in the Parent Handbook.

Print Name _____

Parent's/Guardian Signature _____ Date _____

W.C. Christian Academy Emergency Consent Form

I _____ give permission to W.C. Christian Academy to provide emergency medical treatment for my child(ren) while they are at the facility.

Child's Name: _____ DOB: _____

Mother/Guardian's Name: _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Email: _____

Father/Guardian's Name: _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Email: _____

Insurance Information:

Insurer's Name: _____ Policy Number: _____

Insurance Name: _____

Child's Information:

Pediatrician Name: _____ Telephone Number: _____

My child is taking the following Medications: _____

My child has the following allergies: _____

Allergic Reactions: _____

Children will be transported by EMS to _____ Hospital.

Parent Print Name _____

Parent/Guardian's Signature: _____ Date: _____

W. C. Christian Academy Policies

Pick Up Policy/Release of Children

Anyone who picks up a child from W.C. Christian Academy must be on the child's pick up list, on their enrollment form, and must be at least 18 years of age.

For those who are not on the pick-up list, we must have a written note or a phone call from the parent in advance letting us know the name of the person picking up the child. This person must present a current driver's license for identification.

The person who comes to pick up your child is not driver of the car and does not have a current driver's license can use a valid identification card or can also use the "Family Code Word" (Password) which helps us to better identify the right person who is picking up their child(ren). Without this very important information, no child will be released from W.C. Christian Academy without proper identification and "Family Code Word" known as password.

Child's Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Discipline Policy

At W.C. Christian Academy, we prefer that children learn positive behavior through education, training, and re-direction. Under no circumstances will we utilize corporal punishment as a means of discipline. This includes spanking, slapping, hitting, jerking, pinching, or popping hands. Nor will we do this at the parent's request.

We may at times use the "time to think" method if we feel a child needs a break from his/her circumstance, but no more than 1 minute per age of child.

If necessary, we may call a parent to assist in resolving consistent disruptive behavior. We reserve the right to terminate enrollment if we feel that the child's behavior is detrimental to others and if over time, no resolution has been established.

I _____ acknowledge and accept this agreement. I understand the discipline and the behavior management policy that has been established by W. C. Christian Academy. I will contact the director if I have any concerns.

Child's Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

W. C. Christian Academy Dress Policy

Children are not allowed to wear the following items to W.C. Christian Academy.

1. Sundresses and spaghetti strap dresses
2. Tank tops
3. Daisy Dukes nor shorty shorts or skirts. Proper length for shorts can be determined by laying each arm by your side straight down. All shirts worn must come down to the child's hip.
4. No big baggy pants and shirts are to be worn to daycare.
5. No slip-on shoes, crocks, flip-flops, opened-toe sandals and gel shoes
6. No hair beads
7. No tiny hair clips or barrettes

We do not celebrate Halloween at W.C. Christian Academy

No matter the season, the following cannot be worn.

Ghosts, black cats, bats, goblins, spiders, vampires, aliens, cross-bones, skulls, no skull heads with eyes and mouth blackened, jack-o-lanterns, Leprechaun, clover leaf and other objects that can have a negative impact on children cannot be worn on clothes, pajamas, shoes, pursers, lunch boxes, costumes and book bags to W.C. Christian Academy.

W. C. Christian Academy Mask Policy

All children ages 2 and up are expected to wear at the center. Ages 2 and up will not be allowed to enter the building without a facial mask. Each must have a minimum of 5 appropriate size facial masks at the center each week. Your child's mask may need to be changed during the day because the present worn mask gets soiled with mucus, spit, and dirt. Keeping the children and the staff healthy is a priority at W. C. Christian Academy.

Signature_____Date_____

W.C. Christian Academy Illness Policy

Due to the COVID-19 Pandemic, all children will have a temperature check upon arrival at daycare by a W.C. Christian Academy employee. If your child has a fever of 99 degrees or higher, he or she will be sent home or would not be allowed to attend daycare. Your child will not be allowed to return to school the next day. Your children must be fever free for a minimum of 24 hours before returning to daycare. Also, all children ages 2 and up are expected to wear a fitted facial mask appropriate for their age group. Adult masks for children are not recommended.

The daycare will not give any pain/fever reducing medicine to your child.

Listed below are some contagious illness of when your child needs to say out of daycare:

Serve pain or discomfort*
Diarrhea (third time)
Vomiting (twice)
Swollen joints*
Severe coughing
Yellow eyes or jaundice skin
Red eyes with discharge*
Infected, untreated skin patches*
Thrush –Candidiasis

Difficulty or rapid breathing
Bleeding/weeping skin lesions*
Skin rashes*
Hand Foot and Mouth
Visibly enlarged lymph nodes*
Stiff neck*
Blood in urine/stool*

Respiratory Illnesses

Chicken pox**
German measles
Hemophilus influenza*
(HIB- **NOT**-the Flu)
Meningococcus
Mumps*
Strep Throat
Tuberculosis
Whooping cough
COVID-19 or related

Gastrointestinal Illness

Salmonella*
Giardia Lamblia*
Hepatitis A*
E. Coli*
Salmonella Typhi

Contact Illnesses

Impetigo*
Lice
Scabies
Ring Worm
Hand Foot Mouth*
(HFM-home 11-14 days)

Parents are notified by phone for all fevers. The parent has one hour (from the time of call) to pick up his or her child from daycare. For more information about DHEC Exclusion list for parents, go to <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

I _____ have read and understood the Illness Policy that has been established by W.C. Christian Child Development.

Child's Name: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

W.C. Christian Academy Medication Administration Policy

Medications- W.C. Christian Academy staff will not be administering medications to any child in our care.

W.C. Christian Academy will:

- Apply diaper cream as needed for diaper rashes.
- Use the Nebulizer to administer medication to treat breathing disorders as prescribed by the child's physician. Parents must have a written procedure on how the medication is to be administered. This medication must have the child's name and the doctor's name. It must come in the original labeled box or container. **Expired medication will not be administered to any child by W.C. Christian Academy staff.**

W.C. will not apply sunscreen to any child in our care.

Medication for the **Nebulizer** must have the following information:

1. It must be in the original pharmacy container.
2. Must have the full name of the child who is receiving the prescription medication.
3. The box and medicine bottle must have the pharmacy's name, address, telephone number, and the prescription number
4. Medicine must be in a child proof container.
5. The medicine container must have the instructions for administering the medication.

The caregiver will only administer the Nebulizer treatment twice a day. Anything more than that, the child should be kept home.

Parents, by signing the Medication Administration Policy you give W.C. Christian Child Development Center the right to administer medication as stated in this policy.

I _____ give W.C. Christian Child Development Center consent to Administer Medication in the original pharmacy container to my child

_____.

I _____ give W.C. Christian Child Development Center consent to apply the following **diaper cream** to my child.

Brand name of diaper cream

I understand that for whatever reason I change the diaper cream brand that I must fill out another **diaper cream** medication consent form.

Print Name _____

Parent/Guardian's Signature _____ Date: _____

W.C. Christian Academy
Transportation/Field Trip Permission

Field Trip

Due to the COVID-19 pandemic, W. C. Christian Academy will not be having field trips.

Transportation

W.C will not be transporting children to school and will not be picking up children from school for the afternoon/end of a full school day.

Also, if there is an emergency, I give W.C. Christian Child Development Center permission to transport my child _____ to the nearest medical center, Summerville Medical.

Print Name _____

Parent/Guardian's Signature: _____ Date: _____

Enrichment Programs

All ages (infants to 7 years old) must wear closed-in shoes with socks everyday. The following are not allowed:

- Slip-ons
- Gel shoes
- Crocs
- Flip flops
- Sandals (closed toe sandals with socks are allowed)
- Sundresses
- Spaghetti strap dresses
- Daisy Duke Shorts (do the arms down by side using the middle finger test)

Kidz-ercise is our physical activity program for all ages at W.C. Christian Academy. It is developmentally appropriate for all ages. It stimulates the mind by incorporating motion/body movements with or without music. All physical activities are planned or outside time. Rainy days and extreme cold weather (44 degrees and below) physical activities will be performed in the room otherwise, the children will go outside for at least ten minutes.

Music and Movement: What better way to enhance pre-reading and listening skills for your child. The children will listen to music, sing, play musical instruments, or perform creative movements. Children are encouraged to be physically active indoors and outdoors at appropriate times.

Media (TV, video and DVD) viewing is not permitted for children 2 years of age and under. An educational child develop computer program is available for children in the 4 years old room.

Menu

Meals and Snack: W. C. Christian Child Development Center will provide meals for children 1 to 10 years old. Just like kids learn reading and math skills that lay the foundation for later learning and success, healthy eating is taught and modeled throughout the school day as well. We used the USDA guidelines for preparing and serving all meals and snacks to all children. Children between the age 12 to 23 months will get whole milk and children 24 months and older will get 1% milk. **If your child has an allergy to milk, a milk exemption form from your child's physician is mandatory.** Without proper documentation your child will be drinking the milk appropriate for his or her age.

We do not serve sugar sweet beverages. Children between the ages one and ten years old are not allowed to bring food (breakfast foods, milk, juice, snacks and lunch) into the center from home unless specified. Example: field trips

W.C. Christian Academy will provide three meals a day for children ages one to ten years old. These meals are:

- Breakfast 6:30 a.m. -7:45 a.m.
- Lunch 10:00-11:30 a.m.
- Afternoon snack 2:00 p.m. -3:00 p.m.

Children age one year will receive whole milk and ages 2-10 years old will receive one percent milk.

Parent/Guardian's Signature: _____ Date : _____

Summer Camp

All four years old enrolled in our program will be eligible for the Summer Camp Program. Please see the office manager for more details about Summer Camp in May.

"Picture Me"

Child's Name: _____

Date: _____

W.C. Christian Academy is very proud of our **"Picture Me"** program. This program allows W.C. Christian Academy to take pictures of your child participating in various classroom activities, special celebrations, and field trips. Through the **"Picture Me"** program, we are hoping to bridge the gap between school and home. Also, these pictures would be used on our bulletin boards, in the classroom on cubbies, and in our school newspaper. By signing below, you give W.C. Christian Academy to take pictures of your child.

Children enrolled in the First Steps 4K program pictures will be shared with SC First Steps for them to use appropriately.

Parent's/Guardian's Signature: _____

Date: _____

Facility Privileges for Parents

Due to the COVID-19 pandemic, parents/guardians will not have free and full access to their child(ren) attending W. C. Christian Academy.

Parent's/Guardian's Signature _____ Date: _____

W. C. Christian Academy

Potty Training Policy

It is our belief at W. C. Christian Academy that potty training should begin at home with the child's parents or caregiver and at a time when there are not a lot of changes in the child's life. Parents and director should discuss and agree on the planned potty training process. Parents should be sensitive to the needs of a child care provider, who is most likely watching other kids as well and who must keep hygiene, cleanliness and practicality as considerations to the training process as well. Consistency is the key to successful potty training.

What parents should know about potty training at W.C. Christian Academy.

- **Consider the timing.** In general, don't begin toilet training a child right after a big change such as moving, divorce or remarriage, birth of a new sibling, a change in caregivers or daycare arrangements, or before a big holiday or event. Also, be sure you're comfortable with sticking with a schedule and routine once training begins.
- **Potty training in all children begins in a pull-up with Velcro sides.** Parents, it is impossible for the teacher to take all children to the potty every thirty minutes and be able to meet the health and safety guidelines. For these reasons, wearing underwear is not allowed and because young children are not able to communicate their needs to the caregiver.
- **Do not expect teachers to add housekeeping chores in the schedule.** Parents sometimes believe that teachers should launder a child's clothing when accidents occur or other not-so-desirable tasks during potty training transition. *All soiled clothes will be sent home in a plastic bag.*
- **What should a child in potty training wear at naptime?** Even a mostly-trained child may have accidents at naptime. At W.C. Christian Academy, all children being potty trained are expected to wear a pull-up on at naptime to help meet health and safety guidelines. Teachers do not have enough time to clean your child, sanitizing your child's mat and the contaminated floor area as well as making sure contaminated urine does not spread to another child's napping mat/space.

What should your child wear for potty training? Your child will be learning self-help skills. He/she needs clothing that can be easily pulled up or down.

- Overalls or jumpsuits are not acceptable for potty training
- Clothes should be hassle free (no belts and tight clothes).
- Avoid clothes that can easily get wet in the toilet (one-piece suit with snaps and long shirts).

What should you bring for your child?

Keep a supply of pull-ups with Velcro sides, wipes and 2 sets of changing clothes at day care.

Print child's first and last name _____

Parent's Signature _____ Date _____

Check My Infant Off Policy

Ages 6 weeks to 14 months

Ready for Daycare at W.C. Christian Academy

Parents should:

1. Have an updated immunization record for infant and the completed enrollment application.
2. Send at least **five plastic** prepared labelled bottles and bottle caps with the infant's name using one of the following labelling system. **W.C. Christian Academy will not be able to make infant's bottles.** It is MANDATORY for the parents to have a labelling system for their infant's bottles and bottle caps. Suggestions below.



www.etsy.com/market/baby



www.mypacifier.com/Shop.aspx

3. Powdered formula-If you choose to use powdered formula, at least 5 bottles should be prepared with water at home and sent to daycare every day. Numbers on the outside of all bottles should be visible for the caregiver to read and add the appropriate amount of powdered formula. **Please do not sent cereal or food in bottles for your infant.** **The caregiver does not have the time to wash and prepare water bottles.**
4. All bottled formulas, breast milk and jar foods will be heated as needed in a bottle warmer or crockpot. Tea, Kool-aid, Gatorade, soft drinks will not be given. These drinks are not nutritious and they do not meet USDA food guidelines for growing healthy children.
5. Parents who desire to take their infant off formula and baby food are responsible for sending in 4 bottles of milk and three meals labelled a day (infant's name and designated meal. The following guidelines must be adhered to. **Without food your child cannot stay at daycare. If you need to go get food for your child to eat, you must take your child with you.** Containers should be labeled breakfast, lunch, and afternoon snack.
6. Parents are to send labelled food items that can be warmed in the crockpot or eat as is. The caregiver cannot leave the room to heat food in the microwave. **The director and cook will not be available to perform this task.**
7. Parents are to send all food items for child to eat teased or chopped, especially meats.
8. Parents are expected to keep three sets of changing clothes and socks with your infant's name at W.C.. Also, please send five bibs labelled with the infant's name daily.
9. Put shoes and socks on all infants before leaving home. No slip-ons. Shoes must stay on feet all day. The teacher will not have the time to put shoes on your infant.
10. Send in food for infant's feeding at the appropriate age. Below items must be labeled with your infant's name.
 - Cereal

- Fruits
 - Vegetables
 - Entrees (example: turkey and rice, or mac and cheese)
 - Gerbers' Yogurt
11. Send eight diapers labelled with infant's name daily or one large diaper pack labelled with your infant's name.
 12. Your infant will not be allowed to attend if he/she is missing items from this list. **Our goal is to provide quality infant care, We need our parents to following "Check My Infant Off".**
 13. **Please get your infant's activity sheet daily.**
 14. Please do not send sleeping toys for your infant. **The only precious item in the crib should be your infant.**

W. C. Christian Academy will not be able to store car seats, strollers, swings, suitcase, etc., in the building due to the pandemic and the limited storage space. It will be your choice to leave your child's item in the front of the building outside or make other arrangements.

I have read "Check My Infant Off" Policy. I understand that I have one week to get the labels for my infant's bottles.

Infant's Name _____

Print Name _____

Parent's Signature _____ Date _____