



W.C. Christian Child Development Center Enrollment Application 2018-2019

Family Information (Please Print)

Enrollment Date: _____

Child's Name: _____ DOB: _____

Mother's Name: _____ SSN: _____

Address: _____
Street Address City State Zip

Home Phone # () _____ Work Phone # () _____ Cell Phone # () _____

Father's Name: _____ SSN: _____

Address: _____
Street Address City State Zip

Home Phone # () _____ Work Phone # () _____ Cell Phone # () _____

Emergency Contacts and Authorized Pickup

Name	Address	Relationship	Phone Number
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Authorized to pick up child? _____
Yes No

Name	Address	Relationship	Phone Number
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Authorized to pick up child? _____

Name	Address	Relationship	Phone Number
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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 Development Center.

Parent/Guardian's Signature: _____ Date: _____

W.C. Christian Child Development Center Emergency Consent Form

I _____ give permission to W.C. Christian Child Development Center 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 Child Development Center
Contract/Rate Agreement**

This contract is between **W.C. Christian Child Development Center** and:

Print Parent/Guardian's Name

Print Parent/Guardian's Name

To provide childcare for: _____ Beginning on: _____

Tuition Rates

Weekly fees are due on Friday in advance for the next week. If fees are not paid by end of the day on Monday, I understand that my account will be charged \$30.00. Payments can be made monthly in advance by the 4th 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. **Your child's tuition is due every week/every month. There are no discounts for vacation, the full- time/part-time amount is due.**

A \$100.00 registration fee (non-refundable) is charged for each child enrolling at W.C. Christian Child Development Center.

Full Time

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

Part Time

Part-time childcare is defined to be 20 hours per week or less than. Tuition is due and payable on Friday in advance for the next week regardless of the child's attendance. **This program is only for children in the three and four year olds classroom.**

Tuition rate for the above listed child will be \$ _____.

Childcare fees will not be adjusted for late arrival, early pick-ups or missed days. There are no other discounts. Please refer to child care parent handbook. **No child can be in daycare for 11 hours.**

Contracted Hours

The provider shall provide child care services and the parent shall pay for such services 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 Child Development Center Policies

Pick Up Policy/Release of Children

Anyone who picks up a child from W.C. Christian Child Development Center 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 must also give 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 Child Development Center, 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 Child Development Center. I will contact the director if I have any concerns.

Child's Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

W.C. Christian Child Development Center Illness Policy

Your children cannot attend W.C. Christian Academy with a fever of 99 degree or higher. Your children must be fever free for a minimum of 24 hours before returning to daycare. 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) Fever of 99 or higher Severe coughing Yellow eyes or jaundice skin Red eyes with discharge* Infected, untreated skin patches*	Difficulty or rapid breathing Bleeding/weeping skin lesions* Skin rashes* Swollen joints* Visibly enlarged lymph nodes* Stiff neck* Blood in urine/stool* Hand Foot and Mouth																											
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>Respiratory Illnesses</u></td> <td style="width: 33%;"><u>Gastrointestinal Illness</u></td> <td style="width: 33%;"><u>Contact Illnesses</u></td> </tr> <tr> <td>Chicken pox**</td> <td>Salmonella*</td> <td>Impetigo*</td> </tr> <tr> <td>German measles</td> <td>Giardia Lambli* Hepatitis A*</td> <td>Lice</td> </tr> <tr> <td>Hemophilus influenza* (HIB- NOT-the Flu)</td> <td>E. Coli*</td> <td>Scabies</td> </tr> <tr> <td>Meningococcus</td> <td>Salmonella Typhi</td> <td>Ring Worm</td> </tr> <tr> <td>Mumps*</td> <td></td> <td>Hand Foot Mouth*</td> </tr> <tr> <td>Strep Throat</td> <td></td> <td></td> </tr> <tr> <td>Tuberculosis</td> <td></td> <td></td> </tr> <tr> <td>Whooping cough</td> <td></td> <td></td> </tr> </table>	<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illness</u>	<u>Contact Illnesses</u>	Chicken pox**	Salmonella*	Impetigo*	German measles	Giardia Lambli* Hepatitis A*	Lice	Hemophilus influenza* (HIB- NOT -the Flu)	E. Coli*	Scabies	Meningococcus	Salmonella Typhi	Ring Worm	Mumps*		Hand Foot Mouth*	Strep Throat			Tuberculosis			Whooping cough			
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Parents are notified by phone for all fevers. The parent is given a one hour to pick up time his or her child from daycare. For more information about DHEC Exclusion list for parents, go to <http://www.scdhec.gov/Health/ChildTeenHealth/SchoolExclusion/>

Child and Teen Health
ATV Safety
Child Health Websites
Children with Special Health Care Needs
Concussion (Traumatic Brain Injury)
Early Childhood
Oral Health
School and Childcare Exclusion List: Information for Parents
SC Child Fatalities Report (pdf)
Teens (Info, Services)

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 Child Development Center Medication Administration Policy

Medications- W.C. Christian Child Development Center 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 Child Development Center 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.

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 Child Development Center Transportation/Field Trip Permission

W.C. Christian Child Development Center policies apply to transportation of children to and from school, and to and from off-site activities.

Field Trip

I _____ give W.C. Christian Child Development Center permission to transport

_____, my child to and from field trips that are provided by W.C. Christian Academy. I understand that more details will be given for each planned field trip in advance for the parents to review (a 2 to 3 weeks-notice).

Parent/Guardian's Signature: _____ Date: _____

Transportation

W.C does not transport children to school. W.C. will only pick up in the afternoon/end of a full school day. W.C. will also pick up children on half school days. We will not pick up children participating in the morning CD/Pre-K program from any school.

I _____ give W. C. Christian Child Development Center permission to transport

_____ to and from school _____
Child's Name School's Name

Parent/Guardian's Signature: _____ Date: _____

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: _____

Check My Infant Off Policy

Ready for Daycare at W.C. Christian Child Development Center

Parents should:

1. Have an updated immunization record for infant and the completed enrollment application.
2. Send at least 4 prepared bottles labelled with the infant's name using one of the following labelling system. **W.C. Christian Child Development Center will not be able to make infant's bottles.** It is MANDATORY for the parents to use one of the labelling system below for their infant's bottles.

<https://www.inchbug.com/apps/labels?label=orbit-labels>

https://www.etsy.com/market/baby_bottle_labels



example:

3. It is mandatory for all prepared bottles to have bottle caps. **Please label bottle caps.** Liquid formula bottles should be labelled daily by parents using the above system. Caregivers **Will Not** wash and make bottles for your child.
4. Powdered formula-If you choose to use powdered formula, at least 4 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. Again, the caregiver does not have the time to wash and prepare water bottles.
5. Parents are responsible for putting formula bottles in the refrigerator. **Do not** put unlabeled formula bottles in the refrigerator. All water bottles should be placed on the counter next to the refrigerator. Unlabeled formula and water bottles will not be fed to any infant.
6. All bottled formulas, breast milk and jar foods will be heated 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.
7. Parents who desire to take their children off formula and baby food are responsible for sending in three meals a day. The following guidelines must be adhered to. Parents are to give all food items prepared at home to the caregiver upon arrival in the room. **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.**
8. Parents and caregivers (lead teacher or assistant) are to make sure all food containers are labeled and placed in the appropriate place. Containers should be labeled breakfast, lunch, and afternoon snack.
9. Parents are to send 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.**
10. Parents are to send all food items for child to eat teased or chopped, especially meats.
11. Should send pacifier(s) labelled with the infant's name using one of the following labelling system. **No string attachment is allowed for labeling pacifiers.**

http://www.stickymonkeylabels.com/product-list.php?Baby_Labels-pg1-cid57.html

<http://www.mypacifier.com/Shop.aspx>



example:

12. Keep three sets of changing clothes and socks with your infant's name at W.C.
13. Put shoes and socks on all infants before leaving home. The infant teacher will have the time to put shoes on your infant.
14. Send in food for infant's feeding at the appropriate age. **Please do not sent cereal in bottles for your infant.** Below items must be labeled with your infant's name.
 - Cereal
 - Fruits
 - Vegetables
 - Entrees (example: turkey and rice, or mac and cheese)
 - Gerbers' Yogurt
15. Send five bibs labelled with the infant's name daily.
16. Send eight diapers labelled with infant's name daily or one large diaper pack labelled with your infant's name.
17. 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".**
18. **Please get your infant's activity sheet daily.**
19. Please do not send sleeping toys for your infant. **The only precious item in the crib should be your infant.**

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 _____

Enrichment Programs

Kidcercise is our physical activity program for all ages at W.C. Christian Child Development Center.

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 five 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 year olds 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.

W.C. Christian Child Development Center

“Picture Me”

Child’s Name: _____

Date: _____

W.C. Christian Academy is very proud of our “Picture Me” program. This program allows W.C. Christian Child Development Center 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.

Parent’s/Guardian’s Signature: _____

Date: _____

Facility Privileges for Parents

Parents/guardians have free and full access to their child(ren) attending W. C. Christian Child Development Center. Parents/guardians visit must not disrupt instructional activities or classroom routines. **Parents/guardians are only allowed to visit and participate in their child(ren’s) classroom, not other classrooms.** Parents will sign-in and sign-out on the visitor’s log.

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