



Kiddo's Cove Preschool

ORIENTATION CHECKLIST FOR NEW FAMILIES

- _____ Tour of Facility
- _____ Introduction to Teaching Staff
- _____ Copy of Parent Handbook (Downloadable from kiddoscovepreschool.com)
- _____ Discussion of Expectations of Family and the Needs of The Child (Found In Parent Handbook)
- _____ Overview of Available Support Resources and Activities (Found In Parent Handbook)

Parent Signature _____ Date _____

Staff Completing Orientation _____ Date _____



Child Registration Form

FOR OFFICE USE ONLY

Application Received _____

Registration Fee Paid _____

Child's Name: _____ Birth Date: _____ Sex: _____

Street Address _____ City _____ Zip Code _____

Telephone #1 _____ Telephone #2 _____

Language (s) spoken in the home? _____ How did you hear about us? _____

Primary Hours of Care: From _____ To _____ Child lives with: _____

Days of the Week in Care: M T W Th F Date of Enrollment: _____

(Office staff will provide enrollment date) _____

Mother/Guardian

Name: _____

Address: _____

Cell Phone: _____

Work Phone: _____

Other Phone: _____

E-mail: _____

Father/Guardian

Name: _____

Address: _____

Cell Phone: _____

Work Phone: _____

Other Phone: _____

E-mail: _____

Emergency Contacts and/or Persons Permitted to Pick

Name: _____

Relationship to Child: _____

Phone: _____

Name: _____

Relationship to Child: _____

Phone: _____

Name: _____

Relationship to Child: _____

Phone: _____

Name: _____

Relationship to Child: _____

Phone: _____

Helpful information about child:

- Section 7.1 and 7.2 of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3 of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, “Know your Child Care Facility” (CF/PI 175-24), or
- Section 8.3 of the Family Day Care Home/Large Family Child Care Home Handbook, requires that parents receive a copy of the family day care home brochure, “Selecting A Family Day Care Home Provider” (CF/PI 175-28).
- Section 2.8 of the Child Care Facility Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility or
- Section 2.3 of the Family Day Care Home/Large Family Child Care Home Handbook requires that parents are notified in writing of the disciplinary and expulsion policies used by the family day care provider.

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child’s records.

Signature of Parent/Guardian: _____ Date: _____

Kiddo’s Cove Preschool does not discriminate based on ethnicity, economic level,
family structure, language, religion, sex, national origin, or disability.



STUDENT INFORMATION

CHILD'S NAME: _____ BIRTH DATE _____ SEX: ____

ENROLLMENT DATE: _____

Pediatrician: _____ Phone# _____

Specialist: _____ Phone# _____

Please list any Food Allergies:

Please describe any special diet restrictions: (Must provide Doctor's note)

Religious belief: (We ask to determine if child can participate in holiday and other celebrations)

Any special needs to be considered in caring for your child?



Kiddo's Cove Preschool Photo Release Form

Dear Parent/Guardian,

We, at Kiddo's Cove Preschool, will be from time to time taking photos of students during their activities within the premises. In this regard, we seek your consent for the publishing or use of photos which your child may be included.

The photos will be used for bulletin boards, marketing or advertising, and/or marketing updates posted via the Facebook page, website, and/or within the walls of the daycare premises.

Should you decided to take back your authorization late, you may do so by writing to us.

For protection of privacy of the child, we guarantee that names will not be included.

_____ I hereby grant and authorize Kiddo's Cove Preschool to take pictures involving my child only for use on the Brightwheel app.

_____ I hereby grant and authorize Kiddo's Cove Preschool to make use of photos involving my child.

_____ I do not allow the use of the photos taken involving my child.

Child's First and Last name

Parent/Guardian First and Last name

Parent/Guardian Signature

Date



AUTHORIZATION FOR EMERGENCY TREATMENT

Permission for the Director, Acting Director, or the teacher to take whatever steps may be necessary for medical care of an emergency is hereby given. I understand that the order of actions taken will follow the outline below unless there is a need for immediate action, but will not be limited to these actions:

1. Parent or guardian will be called.
2. Contact person(s) that parents have listed on the registration form will be called.
3. If none of these efforts are successful:
 - a. An ambulance will be called.
 - b. The child will be taken to the emergency room of Golisano's Children Hospital accompanied by a staff member.
4. In order for the school to assume responsibility for my child, I understand that I must sign the child in at arrival time and out at departure time.

Parent or Guardian Signature

Date

Witness

Date

Kiddo's Cove Preschool



PARENT TUITION & FEE AGREEMENT

Weekly Tuition Rates

Infants	\$230		
1 Year Old's	\$200	Annual Registration Fee	\$80
2 Year Old's	\$195	Not-Potty Trained Fee(daily)	\$5.00
3 Year Old's	\$180	VPK Wrap Around Care	\$150
4 Year Old's	\$170		
5 Year Old's	\$170	Non- VPK	\$170
Before School (Only)	\$70	After School (Only)	\$70
Before & After School	\$140	Summer Camp (5-10 yrs old)	\$170

OTHER CHARGES

Annual Curriculum/Supply Fee -Annual Curriculum/Supply fee will be charged to each account every year on **MARCH 1**. \$40

Returned Check Charge -The bank automatically re-deposits all returned checks. After two returned checks, all future payments must be made in credit card, money order or cash. \$30

Late Pick-Up Fee- \$15 for first 5 minutes per child. \$1 per minute/child thereafter. Excessive late pick-ups can result in termination of services.

DISCOUNTS - For children enrolled full-time only Sibling Discount – 10% off weekly tuition for oldest child. Families receiving State assistance are not eligible for any other discounts.

****Late Payment Fee-** \$35

All payments are due on Monday for the week of service rendered. Services will be terminated if payments (including any late payment penalties) are not received by the close of business on Tuesday. Payments may be made by Tuition Express Auto Pay, check, money order, cashier checks or credit cards. All tuition and fees are the responsibility of the primary parent on the account.

(Late fee is only charged to an account when a child has attended and payment was not received the same day the child came in and received child care services)

ATTENDANCE/ABSENTEE POLICY- Full tuition is expected weekly without regards to attendance. Each child is allowed 1 vacation week per year (September-August) Vacation week may only be taken after 6 consecutive months of enrollment and cannot be taken back-to-back. The vacation credit will cover tuition for the week requested; however your child may NOT be in attendance that week. Rates are not prorated for holidays, weather related closings, or teacher training days.

HOLIDAYS & CENTER CLOSINGS: Full Weekly Tuition is due regardless of center closings. Kiddo's Cove Preschool operates year-round, Monday through Friday, with the exception of certain holidays noted in

the Parent Handbook. The center may close early the day before a holiday or for severe inclement weather.

WITHDRAWAL: A two-week written notice is required if you plan to withdraw your child(ren). The notice is not effective until received by the Director. Any unpaid balance due upon withdrawal will accrue interest at 1.5% per month until the account is paid in full. If your account is turned over to an attorney for collection, you agree to pay attorney's fees and court costs as may be permitted by law.

CHILDCARE ASSISTANCE: Kiddo's Cove Preschool tuition rates are in excess of the tuition rates paid by the Early Learning Coalition (ELC). As the primary parent on the account, you are responsible for the difference in rates. Any amounts not paid by the ELC are the responsibility of the primary parent on the account. Parent fees are due in accordance with the payment policies set forth above including any late payment penalties. These charges include registration, curriculum/supply fees, and tuition charges for absences. I have read the terms and conditions of this Tuition & Fee Agreement. I understand and accept each condition of this policy.

TUITION INCREASES: In order to maintain ideal standards and quality service there may be periodic increases in tuition or changes in the school program. Families will be notified at least two months in advance should such increases be necessary. Tuition Rates for the following school year are provided prior to Annual Registration.

SIBLING REGISTRATION AND FEES: A family registering two or more children for our program will pay the registration fee. A family may receive 50% off registration fee for each additional sibling when enrolled in the full-time, five-days-a-week program.

Parent / Legal Guardian: _____

Date: _____



Kiddo's Cove Preschool Disciplinary Policy

The goal of our center's child guidance policy is to build self-worth, increase social competence, and enhance the dignity of each child. All guidance and discipline techniques used at Kiddo's Cove Preschool shall be in accordance with this positive emphasis. The purpose of any set of procedures should be to teach children to learn how to control themselves in various situations.

Positive approaches to guidance include:

- Staff will have a well-designed, developmentally appropriate learning environment and provide developmentally appropriate learning experiences.
- Staff will know and be sensitive to the developmental, cultural, and individual needs of each child.
- When inappropriate behavior occurs, the teacher shall examine the situation thoroughly to determine the cause; i.e., something in the classroom, stress at home, a physical problem with the child, or some other factor. The teacher shall be responsible for documenting patterns of inappropriate behavior and bringing such patterns to the attention of parents and administrators.

The goal of developmentally appropriate guidance is to help children learn to make socially acceptable choices. For that reason, teachers strive to use mediation and guidance to assist children in making acceptable choices. Our goal is to give children the tools they need to become good friends and good citizens.

Kiddo's Cove Preschool follows procedures as outlined below in encouraging self-discipline:

Toddlers: When working with toddlers, teachers will use such strategies as: re-direction, prevention, distraction, encouraging, modeling, and enticing the child to a new activity. Toddlers should never be put in time out because it is developmentally inappropriate.

Three and Four-year old's: Similar techniques will be used with preschoolers, such as: prevention, redirection, humor, reminding, encouraging, modeling, discussion, problem-solving, and conferencing. "Calm down time" may be used as a behavior management technique to assist in solving an on-going or habitual behavioral problem for this age group. Calm down time will be no longer than one minute per year of the child's age. Calm down time will be followed by redirection and positive encouragement.

Kiddo's Cove Preschool does not permit or approve ANY FORM of corporal punishment.

These discipline techniques are NOT permitted:

- Corporal Punishment or physical force is NEVER allowed!
- A child is NEVER to be deprived of food, water, a nap or rest, a comfort item from home, or bathroom facilities!
- Unsupervised isolation of a child is NEVER allowed! "Time Out" shall rarely be used. Instead, teachers will use calm down time to help children compose themselves before returning to play. Further, it is recommended that more appropriate methods of redirecting and/or guiding children, as described in Developmentally Appropriate Practices (Bredekamp & Copple; 1997), be used with four, five, and six-year olds.
- Adults are expected to always show respect for children by NEVER addressing a child harshly with intimidation or ridicule. Also, center personnel will not discuss a child's behavior with other adults, in the presence of other children, or with other parents. Written or verbal reports to parents regarding conflicts will guard confidentiality by not revealing the name of any other child involved. Staff members will encourage parents to use these same approaches to guide and discipline their children.

Parent/Guardian Signature: _____

Date: _____



Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!" and show the child how he/she hurt their friend.
2. The child will be removed from the situation and must remain by a teacher's side for the remainder of the day.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident

When Biting Continues:

1. If personnel are available, the child will be shadowed to help prevent any biting incidents.

2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.

3. The child will be given positive attention and approval for positive behavior.

4. The Director will schedule a conference with the parents of the child who is biting to develop a plan for home and the center to stop the biting.

5. If biting happens twice in one day the child that bites will need to be picked up immediately after the biting incident to prevent any other incidents the remainder of the day.

6. If biting happens on consecutive days (ex: Monday and Tuesday, or Tuesday and Wednesday) the child that bites will be suspended from care for 1 full day (6:30am-6:00PM)

If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program.

By signing this form, you acknowledge and agree to the Biting Policy set forth by Kiddo's Cove Preschool.

Parent/Guardian Signature

Date

Expulsion Policy



Date: _____

Name of Child: _____

Parent Signature: _____
(Signature required for acknowledgement and understanding of expulsion policy)

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program. We want you to know that we will do everything possible to work with the family of the child/children in order to prevent this policy from being enforced. Kiddo's Cove Preschool is a private center. We reserve the right to dismiss any child or cancel a family's registration at any time. Some incidents leading to dismissal are exemplified as, but are not limited to the following:

- Unable to toilet train by our 3 year old program.
- Disrespect of teacher and/or staff member by child or parent
- Physical abuse of self, other children, or teacher. Examples of physical abuse may be but are not limited to: biting, hitting, kicking, pushing, striking, punching, pinching, scratching, etc.
- Chronic misbehavior, disrupts the class with inappropriate behavior and/or inappropriate language. Examples may be but are not limited to: Climbing on furniture, running in classroom, shouting or yelling during instruction, etc.
- Non-compliance with immunizations and/or physical forms as required by DCF
- Past due account balance



Kiddo's Cove Preschool

PARENT ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK & AGREEMENT TO ABIDE BY SCHOOL POLICIES AND PROCEDURES

I, _____, *(Parent's Name)* ACKNOWLEDGE RECEIPT OF THE KIDDO'S COVE PRESCHOOL PARENT HANDBOOK, WHICH OUTLINES THE DAYCARE'S POLICIES AND PROCEDURES. I HAVE READ AND AGREE TO ABIDE BY ALL OF THE RULES AND REGULATIONS DETAILED IN THE PARENT HANDBOOK. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO BRING MY CHILD TO PRESCHOOL ON TIME EVERY DAY AND TO PICK HIM/HER UP AT THE END OF EACH DAY STATED IN KIDDO'S COVE PRESCHOOL HANDBOOK. I ALSO UNDERSTAND THAT SENDING MY CHILD TO THE KIDDO'S COVE PRESCHOOL IS A CHOICE AND THAT IT REQUIRES ADHERENCE TO THE FACILITIES POLICIES AND PROCEDURES. FAILURE TO ABIDE BY THIS AGREEMENT MAY RESULT IN THE DISMISSAL OF MY CHILD.

Name of Student: _____

Signature of Parent: _____

Date: _____

PLEASE SIGN AND RETURN THIS PAGE TO CHILDCARE DIRECTOR.