

SUMMER CAMP 2020 Registration Form & Contract

Room Selections: When selecting which room you'd like your child to be in, please note the following: We will have children ages 3-5 years old in the preschool room. We have three school age rooms, in which children will be grouped by age (4-5, 6-7 and 7-9). If your child is just entering kindergarten, the school age room will be suitable for them, but it is entirely your choice if you would prefer to have them in the preschool room!

Child's Name: _____ Age at start of camp: ____ Room (Circle): PRE-K or School Age
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Program Requirements:

- Deposit:** \$40 Non-Refundable Deposit per child (not applied to tuition)
- Registration Minimum:** 5 Days Total for duration of camp (not 5 days per week)
- Hours:** Monday-Thursday 8:00-4:30, Fridays 8:00-12:00
- Rates:** Monday - Thursday Rate: \$60/day, Fridays: \$40/day
- Sibling Discount:** Register each child for 15 days total to receive a 25% discount on each sibling's weekly rate.

Please check each individual day your child(ren) will be attending. Please keep in mind that **only (and all) Fridays are half days**. Monday through Thursdays are **only** full days. There is no half day option M-TH.

Week 1
 6/29 _____
 6/30 _____
 7/1 _____
 7/2 _____
 7/3 _____

Week 4
 7/20 _____
 7/21 _____
 7/22 _____
 7/23 _____
 7/24 _____

Week 7
 8/10 _____
 8/11 _____
 8/12 _____
 8/13 _____
 8/14 _____

Week 2
 7/6 _____
 7/7 _____
 7/8 _____
 7/9 _____
 7/10 _____

Week 5
 7/27 _____
 7/28 _____
 7/29 _____
 7/30 _____
 7/31 _____

Week 3
 7/13 _____
 7/14 _____
 7/15 _____
 7/16 _____
 7/17 _____

Week 6
 8/3 _____
 8/4 _____
 8/5 _____
 8/6 _____
 8/7 _____



Deposit: Check # _____ Amount: _____ OR Cash Amount _____ Phone #: _____

Parent's Name: _____ Parent's Email Address: _____

Please visit the reverse side to learn of our enrollment policies. In order to secure your child's spot, we'll need this form, the enrollment contract (reverse side), deposit and Registration Packet all together. We will need an updated health form as well prior to camp. Please make a copy of this schedule and enrollment contract for your records.

Enrollment Contract Summer Camp 2020

I wish to enroll my child(ren) _____, in Little Farmers Child Care Center (LFCCC) for Summer Camp 2020. I understand and agree to abide by the following school policies.

1. Enrollment in the Program – Parents or Guardians agree that the child(ren) shall be enrolled in this Summer Camp Program for the year of 2020. The child will have a set schedule of days that the parent has selected on the Registration Form.

2. Non-refundable Deposit -

Registration Fee/Deposit: For new and re-enrolling students, Parents or Guardians agree to pay a \$40 non-refundable registration fee per child. Payment of the deposit is due at the time this Enrollment Contract is received by LFCCC and does not guarantee Enrollment at LFCCC. Confirmation of acceptance into the program will be communicated via email within one week of receiving this contract. Should we be unable to accommodate the schedule you've chosen, your deposit will be refunded.

3. Tuition Payments: If your tuition bill is less than \$1,000.00, then your payment is due in full by June 1st, 2020. If your tuition payment exceeds \$1,000, then you have the option to make payments in three partial installments:

June 1st (covers June 29th – July 10th) **July 13th** (covers July 13th – July 31st) **August 3rd** (covers August 3rd – August 14th) . Parents or Guardians agree to pay for tuition as scheduled. You may pay with a check or cash only. Checks should be made payable to "Little Farmers".

3. CANCELLATION POLICY:

All schedule changes must be made by **June 1st, 2020**. You will not be refunded or have payment waived for any last-minute absences, as we align our teacher's schedules with the attendance. We will accommodate your request to move schedules around last minute only should we have the spot availability to do so. A notice of schedule changes must be emailed to littlefarmers@sharonfamilyfarm.com by June 1st, otherwise, after June 1st you will be responsible for paying for the time you've registered your child for.

5. General Terms and Conditions:

a. **Hours of Operation:** LFCCC is open 8:00-4:30 Monday through Thursday and 8:00-12:00 on Fridays. Please do not arrive earlier than 8:00 and no later than the designated pick up times.

6. Field Trip Consent

During the course of the day, children will walk next door to the Sharon Family Farm (the adjacent property) where they will interact with farm animals. Children will remain supervised by their assigned teacher and we will comply with state ratio regulations while at the farm. Ratios will remain no more than 1 teacher to 10 children. By signing below, you are giving us permission to allow your child to visit the Farm at any time during the day.

*I have read and agree to the terms of the above Enrollment Contract as well as the Parent Handbook.
Both parents/guardians shall sign below.*

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director's Signature _____ Date _____

Little Farmers Child Care Center Registration Packet

If your child attended summer camp last year, we do not need a new registration packet unless they have new allergies or medications. We will need an updated Health Assessment and pick up list.

Child's Information

Child's Full Name: _____

Date of Birth: _____

Address: _____

City/Town: _____ State: _____

Date of Admission: _____

**STAPLE PHOTO OF CHILD
HERE**

Eye Color _____

Hair Color _____ Height _____

Weight _____

* If you are a working parent, you must provide a phone number for your place of work.

Parent/Guardian 1:

Full Name: _____

Home Address: _____ Town/City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Second Contact Number: _____

Email Address: _____

Place of Work: _____ Work's Phone Number: _____

Marital Status: _____

Relationship to Child: _____

Parent/Guardian 2:

Full Name: _____

Home Address: _____ Town/City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Second Contact Number: _____

Email Address: _____

Place of Work: _____ Work's Phone Number: _____

Marital Status: _____

Relationship to Child: _____

Child's Physician: _____

Child's Physician's Name: _____

Physicians Office Address: _____

Physician's Phone Number: _____

Pick Up LIST & Security Software

We use a security/check in software called “KidCheck” to track attendance. Please use a computer to complete the following directions.

1. Please go to www.go.kidcheck.com and click on “Create Your Kid Check Account”.
2. Under the “Guardians” tab, please list any people who are allowed to pick up your child. Under this tab, you **MUST include yourself and a second guardian** (if applicable). We know it says not to add yourself under the Guardian tab, but I am asking that you do. You should have yourself listed under the “My Profile” tab and the “Guardians” Tab. You should include a picture of everyone, their first and last name and their phone number.
3. Under the “Kids” tab, please fill in their first and last name, birthdate, gender and include a good picture. Please leave the “Medical/Allergy Info” Box completely **EMPTY** if your child does not require any special needs/health concerns. Do not type anything in the box at all if not applicable, otherwise your child will pop up on our allergy list. **Do not** write “none” or “n/a”.
4. Download the KidCheck application on your smartphone. When you arrive for drop off, you will check your child in on our iPad check in station **OR** from the “KidCheck” application on your phone (from your car). Your child is then electronically assigned a unique 4-digit code. You must turn “Enable Text Messages” under the settings in your KidCheck account to receive check in notifications. Whoever is checking children should at least be listed as a Guardian on the child’s account. All you and they have to do, is type your phone number into the check in iPad, hit the green arrow, select your child’s box, assign them to their room that day, then hit the green arrow. That’s it! If you choose to do it from your phone, the steps are laid out for you on the website. On your phone, you can click on “guardian receipts” to get that 4-digit code. All we need is to see your license or the code at pick up time.
5. **Only one person should create an account for a child.** Do not have your pickup personnel or second guardian create an account for the child.

We will also have a hard copy of your alternative pick up list on hand should our Internet service be down. Any person you list below (don’t include yourself below, I will already have put your names down on the hard copy), should also be listed on your child’s KidCheck profile under the “Guardians” Tab.

PICK UP 1:	PICK UP 2:
First & Last Name: _____	First & Last Name: _____
Relationship to Child: _____	Relationship to Child: _____
Phone Number: _____	Phone Number: _____
PICK UP 3:	PICK UP 4:
First & Last Name: _____	First & Last Name: _____
Relationship to Child: _____	Relationship to Child: _____
Phone Number: _____	Phone Number: _____

Parent consent: In case of an emergency or change of pick up plans, I give permission to any of the above individuals to be contacted and my child may be released to any of them.

Parent/Guardian signature: _____

Date: _____

Emergency Medical Consent Form

Little Farmers Child Care Center has my permission to obtain emergency medical treatment for my child when I cannot be reached or if a delay in reaching my child would be dangerous for him/her. Please review our Emergency Policies in your Parent Handbook. Your child's file, which includes this form, will be given to emergency medical staff upon their arrival.

Medical Information

Preferred hospital/treatment center: _____

My child is taking the following medications: _____

My child has been confirmed to be allergic to the following: _____

Please list any existing medical conditions, allergies, or special needs your child may have.

Please describe the Severity of Allergies:

Medication currently being taken and dosage:

1. _____

2. _____

3. _____

If your child has medication that needs to be taken at the center, you must request and complete the following forms prior to attendance:

- Medical Authorization Form for each medication
- Care Plan (completed by parents and staff)
- We will need all medications prior to your child attending.

I understand that I assume all financial responsibility for any treatment or injuries sustained by my child while he/she is in childcare.

Signature of Parent or Guardian: _____ Date _____

Financial Management Plan

Summer Camp Rates & Registration Requirements

Please fill out the summer camp form reflecting the dates your child will be registered for. Please note the following daily rates for summer camp.

Full Day Rate: \$60 (Monday-Thursday)

Half Day Rate: \$40 (Fridays only)

We do not offer a half day option Monday through Thursday – only on Fridays. You may pick up and drop off anytime within the listed timeframes.

Non-refundable Deposit -

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Cancellation Policy:

All schedule changes must be made by **June 1st, 2020**. You will not be refunded or have payment waived for any last-minute absences, as we align our teacher's schedule with the attendance. Should we have flexibility to move schedules around last minute, we are happy to accommodate you, but please know this is not guaranteed. A notice of schedule changes must be emailed to littlefarmers@sharonfamilyfarm.com by June 1st, otherwise, after June 1st you will be responsible for paying for the time you've registered your child for.

By signing this form, you understand that you are financially responsible for all tuition fees aligned with the schedule you have selected for your child. Please outline below whom is responsible for payment of tuition and fees. Please tell the director if there will be split tuition payments or if the tuition payment is the responsibility of an adult other than the parents/guardians.

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Parent Signature: _____ Date: _____



Photo Release Form



This form is for permission to display photos of your child. With your permission, we will take and use pictures of your child to display throughout the facility, in our newsletters, on our website, and on our Facebook page. This is a great way to show parents and new families what we are doing at the center.

Please indicate below if we may use your child's photograph for the uses mentioned above.

_____ I grant permission for Little Farmers Child Care Center to use my child's photograph for the uses listed above.

_____ I **do not** give my permission to Little Farmers Child Care Center to use my child's photograph for any use.

Child's Name:

Parent's Signature:

Date:

Parent Consent Form

I have carefully reviewed Little Farmers Child Care Center's Parent Handbook, Registration Information, and any other additional forms provided to me and agree to comply with all of the information I've been given. I also agree that the information that I have provided on this registration form is filled out to the best of my knowledge and includes everything the center should know about my child.

I understand that this program involves live farm animals. I am confident that my child is able to comply with directions given by staff and will be capable of treating all of the animals nicely. I understand that if my child is unable to comply with the rules of the barn or have been found to be mistreating the animals in any way, they may be dismissed from the program upon the incident.

I have reviewed the behavior policies, how misbehavior is handled and the behavior incident report section of the Parent Handbook and expressed any questions I may have regarding these policies with the director. I understand that my child may be released from the program at any time if the director feels the program is not a good fit for my child.

Each parent/guardian need to sign this form as acknowledgment of the above.

Parent Signature (guardian 1): _____ Date: _____

Parent Signature (guardian 2): _____ Date: _____

Director's Signature: _____ Date: _____

Additional information I feel that my child's teachers should know:

Quick Notes!

- ♥ **What to Bring (Please Label Everything!)**
 - Full Days - 2 snacks & lunch, Half Day -1 snack
 - Water Bottle
 - Overalls & Boots
 - Preschoolers - Change of Clothes
 - Sunscreen
- ♥ **Create your KidCheck account!**
- ♥ **Drop Off-** There will be two “check in stations”. If your child will be in the new classroom (we’ll call it the addition), then you’ll go in the door closest to the fence in the back of the building. You’ll check in on the iPad mounted on the wall. If your child is in the main building, you’ll check your child in on the iPad located right to the left of you when you walk in (it’s mounted to the wall near hand wash station). The attendance sheet is posted on the Pinterest page each week so you’ll know ahead of time where your child will be and with which teacher. You may walk your child to their classroom and communicate anything you need to your child’s teacher that day (all of their belongings go with them to their designated classroom).
- ♥ Please always bring an I.D with you upon pick up!
- ♥ **Quiet Time** - After lunch on full days, we allow some downtime for the kids. We’ll offer a movie and other quiet activities from about 12:30-1:30. This helps keep the building quiet for the little ones for some time.
- ♥ **Overalls** - Each child should come with overalls. If you’re only attending for a few days, we do have plenty of extra overalls that your child may borrow. If your child is attending more full time, they should bring their own. Each child will need their own boots for the barn. Rainboots work best!

Behavior - I set very high expectations for each child that enters this program. We have sadly experienced quite a few scenarios where our school age children have tried to be too rough or “experimental” with my (Miss Jessica’s) animals. I won’t allow for it. We go over the barn rules every single time we visit the barn, therefore, everyone will know the rules. Should a child: hit, kick, bite, throw, squeeze or abuse an animal in anyway, they will be sat in the behavior chair immediately and be done with the barn for the day.

- Example: We teach the children that the alpaca will kick if you touch his backside. We had an older boy hit the alpaca on his backend to see the reaction he could get from him - completely not okay.

You must trust our judgment with behavior and discipline and be on board with how we handle these situations. I do not accept excuses for any of the children’s poor behaviors. They will have a behavior incident report written up as the situation calls for it. The barn sessions are VERY much supervised.

Outside of the barn, children do not talk back to teachers, bully other children, tease other children, exclude children from activities and any other things listed in the misbehavior section of the handbook. We are constantly trying to encourage kindness and inclusion here. While other programs may be much more lenient, I promise that is not the case here.

If your child ever goes home and tells you that another child was hurting their feelings, you need to communicate with me. You need to give us a chance to correct situations. While our school age groups are broken up into three small groups, and we have low teacher/child ratios, please understand we cannot hear everything being said amongst all of the kids and most kids won’t get us for help. We are VERY on top of watching how children treat each other and ensure that they’re being respectful to all.

Welcome to Little Farmers, we hope you enjoy your time with us!