

Child Enrollment Packet And Agreement - Northwood Childcare, LLC

We are registering for: _____ **Center – Infants, Toddlers, Pre-School**
1129 RT 169, Woodstock, CT 860-928-7012

_____ **Before/After School Care**
_____ **Center**

1129 RT 169, Woodstock, CT 860-928-7012

_____ **Woodstock Elementary School**

24 Frog Pond Road, Woodstock, CT 860-963-7913

Alternate site for school closings is our center at

1129 RT 169, Woodstock, CT 860-928-7012

_____ **Spanish Club at WES**

24 Frog Pond Road, Woodstock, CT 860-963-7913

_____ **Camp Northwood**

24 Frog Pond Road, Woodstock, CT 860-963-7913

Name of Child: _____ Nickname: _____

Date of Birth: _____ Age of Child: _____ years _____ months

Grade (if applicable): _____

Home Telephone: _____

Home Address: _____ City: _____ State _____ Zip: _____

Mailing Address (if different): _____

Email Address: _____

Mother's Full Name: _____

Social Security #: _____

Father's Full Name: _____

Social Security #: _____

Family, Child & Household:

Child lives with: _____

Parents are: Married: _____ Divorced: _____ Widowed: _____ Single: _____

Stepfather or Stepmother: Yes _____ No _____

If child was adopted, does he or she know? _____

Is your child toilet trained? _____

Does your child have any special fears? _____

What time does your child go to bed at night? _____

Does he or she have a special diet or any known allergies?

Has your child ever been enrolled in another center or been taken care of by someone other than a parent or guardian? Yes _____ No _____
Please Explain: _____

What would you like your child to learn from our program? _____

What type of discipline is used in your home?

How do you comfort your child? _____

What do you feel is important for us to know about your child?

By signing below you agree that the above information is true and accurate. Northwood Childcare staff has my permission to transport my child when and if necessary in the event of an evacuation emergency. At any time when my child is taken off of the premises, he/she will be accompanied by a staff member according to the emergency procedure plan. Northwood has my permission to photograph my child for program purposes. My child has permission to use Northwood's supplies and play ground equipment.

Parent/Guardian Signature: _____ Date: _____

Director or Designee Signature: _____ Date: _____

General Operating Policies

1) The children will be participating in many hands-on activities during their day. Please dress your child for the weather, as we will be going outside every day. Boots, hats, mittens, heavy coats, snowsuits, etc. for cold, snowy days. Shorts, t-shirts, sneakers for sunny, summer days. NO open toed shoes, flip-flops or high heels are allowed, as they are often the cause of toe, foot and ankle injuries.

2) Our center is open from 6:30am – 6:00pm Monday thru Friday. The before/after school program at the center is open 6:30am – 8:15am and 2:30pm – 6:00pm Monday thru Friday. Our before/after school program at the Woodstock Elementary School is open 7:00am – 8:30am and 2:30pm – 6:00pm Monday thru Friday. A late fee will apply for any child picked up after closing time, each day. The fee is \$25.00 for any part of a quarter hour interval.

The center will be closed only for the following **holidays**:

*New Years Day

*Fourth of July

*Thanksgiving

*Labor Day

*Memorial Day

*Christmas Day

and 1 day in August for professional development.

Any days when there are school closures, our center on RT 169 is available.

3) Please be sure that your child comes to the center **prepared** for their day. A restful night's sleep and nutritious breakfast will help them start their day out properly.

4) All of our programs emphasize **positive discipline**. Children are encouraged to make good choices. Sometimes it is necessary for a child to be asked to sit and think about a better choice in a situation. After a few minutes the teacher will talk to the child using a calm voice and tone to discuss some better choices with them. Please refer to the discipline policy in the parent handbook for a more detailed description.

5) In the event of **severe weather**, the center will only close when there is a state of emergency declared. If school closes early for weather, our before/after school program at WES will close at 3pm. Our Center on 169 will remain open until 6. You will have to call the school to arrange for bus transportation to the Center.

6) **No toys from home** will be allowed at the Center (unless it is a show & tell day). Often times, the children argue over them or they could be lost or broken. The Center will provide more than enough toys, games and activities for all of the children to use.

7) **Northwood Childcare is a well-child facility**. If your child appears to be sick in any way when they wake up in the morning, please keep them home for the day. This is for their own comfort as well as the health and safety of the other children and staff. Please refer to our illness policy in the parent handbook for more details. If your child should become too ill to continue their day while in our care, you will be contacted to come and pick them up immediately. If you cannot be reached, the emergency contact person will be called to pick your child up.

8) **Candy and soda** are not allowed at the Center. Children will be asked to put them back into their lunch boxes to enjoy when they return home.

Northwood Childcare registration is open to all children regardless of race, religion, or national origin. Our center and before/after school programs are licensed by the state of Connecticut.

Northwood Childcare has discussed all behavior management techniques and any questions I had have been answered.

Northwood Childcare Center, will strive to provide the best possible program for all families and children in our care in which to grow and learn. We believe that every child deserves a safe, loving, educationally and socially enriching program to participate in each day.

By reading and signing this form, I acknowledge and agree to a full understanding of Northwood Childcare Center's policies, expectations, and terms of this enrollment and tuition/payment agreement.

I also give permission for Northwood to obtain any medical records needed from the Woodstock Elementary and Middle School nurses.

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

Emergency Medical Information

Child's Full Name: Last _____ First _____ Nick name _____
Date of Birth: _____ Age _____ years _____ months

Parents/Guardians Full Names: _____

Home Phone #: _____ Cell #'s: mother _____ father _____

Employer's Name, Address, phone for:
Mother: _____ phone _____

Father: _____ phone _____

Health Insurance Co & Policy Number: _____

Child's Physician and Phone #: _____ phone _____

List current Allergies, Illnesses: _____

Other important Medical information: _____

Other important Information you would like to share: _____

Emergency Contacts and Permission to Remove a child

I give permission to Northwood Childcare to also release my child to the following people:

1) Name: _____ Relationship: _____ Phone #: _____
_____ cel _____

2) Name: _____ Relationship: _____ Phone #: _____
_____ cel _____

3) Name: _____ Relationship: _____ Phone #: _____ cel _____

Emergency Release for First Aid and Transportation:

I hereby give my permission that my child may be given emergency treatment by Northwood Childcare Center. In the event that I cannot be immediately contacted in case of an accident or other medical emergency, medical treatment can be administered to my child as prescribed by the treating Physician. I will be responsible for any medical fees incurred.

Tuition Agreement: My child attends Northwood on the following days and times:

Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____

A weekly tuition payment of _____ is to be paid by Friday of the prior week.

***As a parent/guardian I am responsible to inform Northwood Childcare of any changes in this information.**

Parent/Guardian Signature: _____ Date: _____

Permission to Use Sunscreen & Insect Repellent
At Northwood Childcare

My child, _____ may have sunscreen/insect repellent applied to exposed skin areas before going outside on warm, sunny days. I will provide a sunscreen (SPF of 15 or more is recommended) and/or insect repellent.

I will mark my child's name on his or her PLASTIC container with a permanent marker.

Parent/Guardian Signature: _____ Date: _____

Abuse and Neglect Policy

In regard to any possible abuse or neglect, it is the policy of Northwood Childcare that positive discipline which focuses on the promotion of self-esteem, cooperation and self-control, be maintained and implemented at all times.

At NO time will any form of physical discipline be used or tolerated. If physical abuse or neglect is suspected as a result of actions taken by a staff person, it is the right if the parents and/or child to report the suspected abuse to both the Director of the daycare and to the Department of Children and Family (DCF). Their hotline is: 1-800-842-2288, or call the appropriate local law enforcement agency.

In the event that an internal investigation of a staff member by DCF occurs, Northwood Childcare will suspend the employee to whom the allegations of suspected abuse have been made. This suspension will remain in effect until the investigation is resolved. During this time, no contact by the investigated staff person with the child or the child's family will be tolerated by the Northwood Childcare. Any contact by that staff person with the child or family will be met with disciplinary action by Northwood Childcare up to and including termination of employment.

It is the goal and responsibility of Northwood Childcare Center to protect the child, as well as all of the children at the center, during the course of an internal investigation. Placing the accused staff person on a leave of absence is one step, as well as working closely with DCF in protection of ALL children. Northwood Childcare Center will consult with Coyle Psychological Associates, of Putnam, CT to further ensure that the children's social and emotional needs are properly addressed during the course of the internal investigation.

Northwood Childcare will provide all staff with annual in-house training sessions on abuse and neglect as stated in the Connecticut General Statutes, Section 17a-101. Staff who are making the report are protected from discrimination or retaliation for the report per CT General Statutes, Section 17a101e.

Northwood Childcare recognizes that **child abuse** is defined as: a child who has had non-accidental physical injury (ies) inflicted on them, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition,

sexual molestation or exploration, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes 46b-120).

Mandated reporters (staff) must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. The DCF Child Abuse and Neglect hotline number is posted in a conspicuous area of the daycare. When making a report to the hotline, daycare staff will be required to provide the following information, if known:

- Names and addresses of the child and his parents or responsible caregiver.
- Child's age and gender.
- Nature and extent of the injury (ies), maltreatment or neglect of the child.
- Approximate date and time when the injury, maltreatment, or neglect of the child occurred.
- Circumstances in which injury (ies), maltreatment or neglect came to be known to the reporter.
- Name of the person(s) suspected to have caused the injury, maltreatment, or neglect.
- Any information the reporter believes would be helpful.
- Any action taken to treat or help the child.

Along with the oral report made to DCF, staff members are also required to notify Northwood's Director and/or owner. A written report of the suspected abuse will then be submitted to DCF within 48 hours of making the oral report, and a written copy will also be submitted to the Childcare Director. The executive head of the state-licensing agency (Department of Public Health) will also receive a copy of the written report.

The parents of the child and other persons responsible for the child's care will be immediately notified by Northwood's Director that a report of an incident has been made. If immediate medical treatment for the child is necessary, the Director or, in his/her absence, the Head Teacher at the Center, will call emergency services to transport the child to Day Kimball Hospital for treatment. This staff person will accompany the child and bring all of the child's necessary medical releases and emergency numbers, which are located in their file at the Center.

The Abuse and Neglect Policy is part of the Northwood Childcares Enrollment Packet. This packet will be on file in the child's folder at the Center's office.

Parent's Signature

Date

Tuition/ Payment Agreement Form

Starting date of care: _____

This agreement for the care of _____ is made between the parents/guardians, _____ and the Director of Northwood, Heather Fazio, on Enrollment date _____. The following person(s) is (are) responsible for tuition payments: _____

*Days and time of scheduled care:

*Monday: _____ am/pm to _____ am/pm

*Tuesday: _____ am/pm to _____ am/pm

*Wednesday: _____ am/pm to _____ am/pm

*Thursday: _____ am/pm to _____ am/pm

*Friday: _____ am/pm to _____ am/pm

Registration: \$25 (not required for Before/After School Programs or Camp Northwood)

Total Due at Registration: \$ _____

Weekly Tuition of _____ is to be paid by Friday of the prior week.

Monthly Tuition of _____ is to be paid the First of every month.

This agreement may be terminated at any time, for any reason, by either party with 2 weeks written notice. If a two week written notice is not given for termination of childcare, your week deposit will be forfeited. Tuition rates may change periodically at our discretion. A two week written notice will be given before any change takes effect. By signing below you agree to the terms of this tuition/payment agreement.

After a child leaves Northwood, any uncollected fees will be assessed at 15% per month.

Parent/Guardian Signature: _____ Date: _____

Signature Director or Designee: _____ Date: _____