

Child's Name: _____



151 E. Park St.
Carson City, NV 89706
Phone: 775-841-2223

1987 Old Hot Springs Rd.
Carson City, NV 89706
Phone: 775-885-7527

littletimbers.org

Enrollment Packet

Requested Enrollment:

Full Time: _____

Part Time: M___ T___ W___ Th___ F___

Our Philosophy

Enrollment date: _____

At Little Timbers Academy, our philosophy is to provide a safe, caring, educational environment, in which your child will be given every opportunity to succeed. Our curriculum is tailored to your child's individual learning style and provides a wide variety of age appropriate activities. Equally important is our commitment to consistent and transparent communication with parents. We want parents to be involved, build community, and enhance our approach to learning and development.

Little Timbers Academy is a center-based facility. Center-based learning means that teachers group materials for one type of subject together. Including centers in the classroom encourages young children to explore materials on their own. Each classroom is divided into five centers: art, library and listening, cognitive, block, and dramatic play.

- ❖ Art: This center is for your child to explore their creative side and use their imagination. We believe in an open-ended art environment. Open ended art is when your child is provided art supplies and they create whatever they would like. We do not expect a finished product. This ensures your child is not stifled in any way and they are able to explore their creativity.
- ❖ Library and listening: We provide a wide assortment of literature and encourage your child to ask questions about the literature they are reading. If they are not able to read, they are encouraged to come up with their own stories based on what they are seeing in the books. We also provide read along books. These are books that read to your children while they listen on a headset.
- ❖ Cognitive: This is the center in which your child is given the opportunity to use their fine motor skills in conjunction with their brains at the same time. The activities at this center include lacing cards, Legos, puzzles, hand writing, modeling clay, sorting and much more.
- ❖ Block: This center includes large and small building blocks as well as hand held dolls, animals, trains, cars and trucks. The sky is literally the limit in this center. Children use their large and small motor skills as well as problem solving skills.
- ❖ Dramatic Play: Children are encouraged to be whatever and whoever they want to be in this center. They are given various house hold items and dress up clothes. They can take care of their own children, cook, build things, and be a doctor or a super hero.

In addition to center-based activities we also provide circle, music and science time. Your child will constantly be learning. All the activities provided are geared to providing your child with an educational foundation to carry with them to the elementary levels and beyond.

Little Timbers Academy will aim to communicate with parents throughout the week through activity postings, secure electronic pictures and messages, monthly newsletters, and of course, drop off and pick up conversations! Lastly, Little Timbers Academy aims to be the best childcare center possible, by always listening to the needs of our children and parents. Please provide us with feedback to best serve you.

Thanks!

LTA

Parent/Guardian Initials _____

Enrollment

- Completed Little Timbers Academy enrollment packet. This packet includes:
 - Signed acknowledgement of general policies and procedures
 - General information required for enrollment
- Completed health statement form (a blank form is included at end of document).
- Current immunization record, signed by licensed physician (needs to be kept up to date).
- Copy of any court documents regarding custody or visitation.
- Parents have the right to observe the center before enrolling their child. Please contact staff@littetimbers.org or visit littetimbers.org to schedule a walkthrough.

General Policies and Procedures

Center Hours of Operations

The center is open from 6:45 a.m. to 5:45 p.m., Monday through Friday. The center will be closed in recognition of the following holidays:

- New Year's Day and close at noon on New Year's Eve
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July (if the holiday falls on Tuesday we are closed the Monday before)
- Labor Day
- Nevada Day
- Veterans Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day and close at noon on Christmas Eve

The center's hours and holiday schedule may vary and may be changed at any time. In addition to holiday closures, we dedicate time every year for employees' professional development and training. Please see your Center Director for information on when the center will be closed for these training days. Tuition is not reduced because of center closures. If I or other authorized persons fail to pick up my child and/or contact the center, and I or other authorized persons cannot be reached, center staff, within thirty minutes after closing time or in accordance with state child care licensing regulations, may release children to the custody of child protective services or other local authorities. The center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or other conditions prevent the center from opening on time or at all will be posted. If it becomes necessary to close early, it will be my responsibility to arrange for my child's early pick-up.

I agree to notify the center staff by 9:00 am when my child is absent. I must notify the center staff if my school-age child will not arrive by scheduled school bus on a particular day.

Parent/Guardian Initials_____

Monthly Tuition

Age Group	Full Time (4+ days per week)	3 Days per week	2 days per week	1 day per week
Infants (0 – 12 months)	\$900	\$675	\$450	\$225
Toddler (1 – 2 years)	\$800	\$600	\$400	\$200
Preschool (3 – 6 years)	\$700	\$525	\$350	\$175
Before/After School (5 – 12 years)	\$400	\$300	\$200	\$100
Summer Program (6-12 years)	\$700	\$525	\$350	\$175

Sibling Discounts - \$40 per month, per child (children must be full time to get sibling discount)

Registration Fee/Security Door

A registration fee of \$100 is due at time of enrollment. At this time two key fobs will be distributed to each family and can be used to access the building during normal business hours. Please report a lost or stolen key immediately to Little Timbers so we can disable it to maintain security. New and additional keys can be issued for an additional \$10. All keys are the property of Little Timbers Academy and can be revoked at any time.

Fee Schedule and Financial Terms

1. I understand that rates are subject to change with reasonable notice as conditions require.
2. A late pick-up fee of \$1.00 per minute per child will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service.
3. Tuition fees are not subject to pro-ration for illness, holidays, or emergency closure of the center. If the hours my child attends change in any way, I will notify the center immediately so appropriate staffing may be arranged.
4. I agree to pay the full tuition fee even if my child is absent for one or more days in a calendar month
5. I understand that tuition is due and payable, on the 1st of each month
6. Children are allotted 10 vacation days per year. During requested vacation days, monthly tuition will be prorated to reflect the days being requested off. I understand there will be no tuition rate reduction beyond the 10 days per year
7. Vacation must be requested before the 1st day of the month for which the vacation will be taking place
8. Accounts not paid in full by the 20th of each month may result in immediate termination of service and will be assessed a 10% late fee; however, upon payment, enrollment may be reinstated when tuition and registration fee are paid in full. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, I will be responsible for the balance of my account and an additional 30% collection fee (130% of balance owed). If an attorney is required to collect fees, I am responsible for the balance of my account and an additional 50% collection fee (150% of balance owed). If an account is in arrears or shared payment of an account is in dispute any part of the arrears payment not paid will be the responsibility of either parent/guardian.
9. My child may have the opportunity to participate in special programs or field trips. Field trips may result in a field trip fee and may require completion of a specific permission slip.
10. Two weeks' written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks regardless of my child's attendance. Failure to pay will result in a referral to a collection agency. I also understand any prepay balance of \$25 or less which remains at the time of my child's disenrollment will not be remitted to me unless requested in writing within 90 days.

Parent/Guardian Initials_____

11. I authorize LTA to initiate electronic debits to my checking account for each check presented by me to LTA for payment. If any check or electronic payment is returned unpaid, I acknowledge that LTA will attempt to collect on the returned check electronically up to two additional times. I authorize LTA to electronically debit my account for the amount of any returned item and a returned item fee in the maximum amount allowed by state law. Additionally, upon written notice from LTA, I authorize LTA to initiate one-time ACH debits to my checking account for any amounts owed that become past due. These authorizations will remain in full force and effect until LTA has received written notification from me of the termination of my authorizations.
12. Payments from families with prior unpaid returned checks must be in the form of a money order or cashier's check. Families with returned check activity may be subject to immediate termination of services.
13. Families with 3rd party payment providers must be full time.

Electronic Billing

Primary contacts will receive automated billing through a safe and secure online portal. Invoices will be sent to the email provided in the enrollment packet. Invoices may also include balances of past statements. Payments can either be made in person or online through this portal using bank transfer or credit card. If you do not wish to receive online invoices, please notify the childcare director in writing and we will turn this off.

Clothing and Personal Belongings

Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. To encourage development of independent bathroom skills, children's clothing should be easy for them to manipulate with a minimum of assistance. Children must wear shoes which are practical as well as comfortable. Sandals and flip-flops are prohibited. Girls should wear shorts under dresses and skirts. A complete change of clothing should be kept at the center. Please periodically check to ensure the clothing you leave still fits your child. All belongings left at the center must have your child's name written on them. Your child will be provided with a cubby to keep all personal belongings. The center will make reasonable efforts to safeguard children's personal belongings and clothing but will not be responsible for lost or damaged items.

Parent Involvement

The Center has an open-door policy for parents/guardians. We recognize, and support parents' desires to see and spend time with their children whenever they can.

Communication

So, we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved. There is a parent bulletin board in the lobby, which contains information about current events at the facility and in our community.

Tadpoles Daily Reports and Photos

Little Timbers Academy offers parents the option to receive secure updates of their children while they are at the center using the Tadpoles Childcare communication system. Updates can include pictures, videos, notes, activity progress, meals, and more! Parents can receive the updates through email or by downloading the Tadpoles for Parents application on iOS or Android app store. The email addresses of the primary guardian(s) will be used for these communications. Distribution and storage of this content is at the sole discretion of the primary guardian(s). If you do not wish to receive Tadpoles updates, please notify the director in writing and we will turn this off.

Parent/Guardian Initials_____

Guidance Policy

The center has a philosophy of positive guidance, incorporating creative teaching and involvement to help children develop self-discipline and inner control over their actions. It is based on mutual respect and an understanding of children's needs and development. Positive guidance uses redirection, verbalization of misunderstandings, consistency, and acceptance of feelings, firmness, and fairness. Children are encouraged to express their feelings verbally as well as to discuss and resolve conflicts rather than 'act out' their feelings. In certain situations, a brief 'quiet time' may be used to allow a child to calm down and recover self-control before resuming group activities. If the behavior continues you may be called to the facility. When all avenues of guidance are exhausted, you may be asked to remove your child from the center.

Staff Qualifications

All staff at the center are trained in CPR, first-aid, blood-borne pathogens, SIDS (sudden infant death syndrome), abuse and neglect, signs and symptoms of illness, child development, and child wellness. In addition to these mandatory classes, the staff must obtain 30 hours of continuing education each year in early childhood education. All staff have been background checked and have been tested for TB.

Reporting Child Abuse and Neglect

The center is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child." All reports will contain the name and address of the child, the name and address of the person responsible for care of the child, and other pertinent information. Your child can be questioned by child protective services at any time without your consent.

Emergency Disaster Policy

LTA has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible.

- Parking lot (e.g. fire)
- Pioneer High School: Neighborhood location (e.g. explosion, flooding)
- Community Center: Out of neighborhood (e.g. neighborhood is deemed unsafe)

Lunch & Snacks

Parents need to provide lunch for their child every day. Lunches must be nutritious and include an ice pack and drink. LTA will provide two snacks a day and water will be available always. If your child has special dietary needs, please inform the facility and provide separate snacks. Arrangements may be made if you would like to provide a special snack for a birthday or other special occasion.

Infants

You will need to provide a minimum of three bottles, formula/milk, and any supplemental food your child will need. LTA provides care on an individual basis and will need a copy of your child's feeding and nap schedules. LTA staff will mix formula based on manufacturer's directions, so please provide formula in the original container.

Parents will be given a daily written report regarding bottles (ounces consumed), supplemental feeding, naps, and diaper changes.

LTA will not bathe infants or toddlers at the facility.

Parent/Guardian Initials_____

Toys

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Rest Time

The children have a rest period every day. Infants and toddlers sleep in separate rooms. The infants sleep in provider provided cribs, and the toddlers sleep on mats. Mats are provided and sanitized regularly. Please provide a blanket for rest time. Blankets need to be taken home on Friday, laundered and brought back on Monday.

Injuries

The staff makes every effort to ensure the safety of your child. Unfortunately, accidents do occur. As a partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at the center. To keep you informed, we will provide you with an "Ouch Report" for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated as an emergency contact to make medical emergency decisions about your child. Please keep all these numbers updated. Your signed emergency medical release will also assist us in obtaining prompt medical attention. A staff member will stay with your child until your arrival.

Diaper Policy

It is the parent's responsibility to provide diapers and diaper cream (LTA will provide wipes) for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers and cream, (not the providers). Diapers are checked frequently and changed every two hours or more often if required. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Toilet Training

LTA will help you with toilet training if your child is no longer using a bottle and you are working on training them at home. Please make sure you bring three extra sets of clothes. If you are using pull-ups, please make sure they have Velcro on the sides. LTA childcare providers will not force your child to sit on the toilet for longer than they want to, or will they react negatively to accidents. Your child will be encouraged to wash their hands after using the bathroom.

Parents will be given a toilet training handout.

Americans with Disabilities Act (ADA)

The ADA is a federal civil rights law that went into effect in 1992. The Act states that people with disabilities are entitled to equal rights in employment, state and local public services, and public accommodations such as preschools, child care centers, and family child care homes. ADA presents an exciting opportunity to plan for and include children with disabilities in early childhood settings. Children and families benefit from inclusion. Children with disabilities share learning opportunities with their peers. Inclusion also fosters caring attitudes and teaches children about interdependence and understanding for human differences. For early childhood professionals it is an extension of continuing efforts to meet the individual needs of each child and family.

Parent/Guardian Initials_____

Transportation

Transportation will not be provided by Little Timbers Academy. In case of an emergency, we will refer to LTA medical policy #5 (pg.12).

Smoking Policy

Per NRS 202.2491.1 smoking is not permitted on premises, in view of children or where children are in contact with second hand smoke.

Right to Information

Per NRS 232A.178 you have the right to request and view LTA's operating license and summaries of complaints or investigations conducted with respect to the complaints against LTA.

I, _____, (Parent/Guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child(ren's) enrollment.

Parent/Guardian Signature

Date

Certifications

Photographs/Videotape

I give permission for my child to be photographed and videoed in the center and during program functions and field trips. I understand that photographs/videos may be taken by center staff or by other parents/guardians and consent to the use of these photographs/videos for communication purposes, such as communication with families and internal business communications.

Parent/Guardian Signature

Date

Sunscreen

I understand that it is my responsibility to provide sunscreen for my child. I give permission to LTA to apply sunscreen to my child as needed for outdoor play.

Parent/Guardian Signature

Date

Right to Release Information

I understand that the time my child is in the facility, the director may be asked for information regarding my child. I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare, or other government officials.

Parent/Guardian Initials_____

Parent/Guardian Signature _____

Date _____

I do not give permission to release information about my child as set forth in the aforementioned statement. I realize Child Care Licensing has access to my child's record as the licensing agent.

Parent/Guardian Signature _____

Date _____

General Policy Acknowledgement

The information above was reviewed with me and all my questions have been answered to my satisfaction. I have a clear understanding of Little Timbers Academy's policies. Parents/guardians will get written notice if policy changes occur.

Name of Parent/Guardian _____

Signature _____

Relationship _____

Date _____

Child's name(s) _____

Name of Director _____

Signature _____

Date _____

General Information

Child Information

First Name	Middle Name	Last Name	Nickname
Date of Birth	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Child's primary language	Parent's/Guardian's primary language
Child's home address			Home phone
List family members your child lives with – include names and ages of siblings			

Parent/Guardian Initials _____

Primary Contact and Release Persons

PRIMARY PARENT/GUARDIAN		Relationship to child	Home phone	Cell phone
Home address Apt #		Home e-mail address		
Employer and address		Work e-mail address	Work hours	Work phone/ext
Driver's License (DL) number <i>(For privacy purposes, do not provide your DL number if it is also your Social Security Number.)</i>		DL State	DL Expiration date	CD verify DL <input type="text"/> INITIALS
Other Parent/Guardian		Relationship to child	Home phone	Cell phone
Home address Apt #		Home e-mail address		
Employer and address		Work e-mail address	Work hours	Work phone/ext
Parent/Guardian Identification Information (2 items required)	Question _____		Answer _____	
	Question _____		Answer _____	
	Note: Personal questions will be used to verify parent/guardian identity if a pick up authorization is called into the center.			

Emergency Contacts and Release Persons

Name #1	Relationship to child & parent	Primary phone	Secondary phone
Home address			
Name #2	Relationship to child & parent	Primary phone	Secondary phone
Home address			
Name #3	Relationship to child & parent	Primary phone	Secondary phone
Home address			

- The persons designated as release persons/emergency contacts will be contacted by LTA and are authorized to pick up my child if there is a medical or other emergency and I cannot be reached. In addition, release person must be 18 years of age or older.
- Center staff will release your child only to you or to those persons you have listed. For the safety of your child, we will request all authorized Release Persons with whom staff are not familiar to provide Government issued photo ID at time of pick up. If you want a person who is not identified above to pick up your child, you must notify center management in advance. Your child will not be released without prior authorization. In the event you call a pick-up authorization into the center the Parent/Guardian Identification Information questions will be used to verify your identity and to authorize the release of your child.
- For all children's safety, it is critical to use your assigned PIN and/or entry code and sign in child(ren). To ensure the safety of our center staff and children, please do not share your PIN and/or entry code.

Child's Care Needs

Height	Weight	Hair color	Eye color	Distinguishing marks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is there anything we should know about your child's care needs to ensure that we provide the best quality education and care for your child?

Parent/Guardian Initials _____

Allergies

<input type="checkbox"/> Medications	Reaction
<input type="checkbox"/> Food	Reaction
<input type="checkbox"/> Respiratory	Reaction
<input type="checkbox"/> Bee sting	Reaction
<input type="checkbox"/> Other	Reaction

Child's Medical Care Provider/Facility

Primary Care Physician ("PCP") name		Practice/Clinic name	
PCP address		Phone	
Preferred hospital/clinic for acute care and emergency care			
Dentist name		Practice/Clinic name	
Address		Phone	
Health Insurance Provider and policy number		Secondary Health Insurance Provider and policy number	

Medical Policies

1. I understand that I will be asked to provide the center with updated immunization information for my child. If I wish to request a religious or medical exemption to LTA's practice of securing immunization information, I understand my request must meet state child care licensing regulations.
2. I may also be asked to provide additional medical information as required by state child care licensing regulations. I understand that my failure to provide this information may result in a suspension of services.
3. I agree to promptly provide information to the center regarding any conditions, illnesses, allergies, or other special needs that may require specific care or attention and agree to provide additional documentation as needed.
4. If the center staff notifies me that my child is ill, I must pick up my child as soon as possible and no later than one (1) hour after being contacted.

Parent/Guardian Initials_____

5. In case of a medical or other emergency while my child is under the center's supervision, I understand that center staff will attempt to contact me immediately; however, in the event that I cannot be reached, or when a delay may further jeopardize my child's health, I hereby authorize center staff to act on my behalf and to take the emergency measures including those listed below if deemed necessary by center staff or by medical authorities for the care and protection of my child. I authorize LTA to:

- Consult the physician or dentist named on the previous page if I cannot be reached.
- Administer first aid and/or cardiopulmonary resuscitation.
- Transport my child via ambulance or other emergency medical service to a local hospital or other urgent care facility, if deemed necessary by paramedics, police, or other emergency personnel.
- Obtain any emergency medical or dental treatment deemed necessary by medical authorities.
- Transport my child to a local emergency shelter in the event of an emergency evacuation of the center.

6. If I wish to request a religious or personal exemption to LTA's practice of securing necessary emergency medical treatment, I understand state child care licensing authorities must be consulted to determine if such an exemption may be granted.

Parent/Guardian Signature

Date

Medications

When your child requires medications to be administered while they are in attendance of Little Timbers Academy, I will provide written authorization for LTA staff to administer medication in accordance with written instructions from the child's health care professional, as permitted by state child care licensing regulations.

I will complete and sign authorization forms. I will provide the medication in its original container (with the pharmacist's label for prescriptions). The prescription must include: child's name, date, physicians name, dosage, and expiration date. Medications will not be provided by the center.

Sick Child Policy

For the safety and health of all the children and childcare providers at LTA, sick children need to be kept at home. Please do not send your child to the facility if they have had any of the following described conditions in the previous 24 hours. If your child exhibits any of these symptoms, you will have one hour to pick up your child from LTA. If called to pick up your child from LTA, you may not bring your child back until your child has been symptom free for 24 hours. If you choose or are asked to take your child to the doctor, it will be at the director's discretion when your child may return to LTA. A doctor's note must include a diagnosis, medication prescribed (if it is to be administered at the facility), and a release for when your child may return to LTA. No tuition adjustment will be made for sick days.

- | | |
|---------------------------------------|-----------------|
| • Diarrhea (two or more loose stools) | • Ring worm |
| • Difficult or rapid breathing | • Ear infection |
| • Upper respiratory infection | • Head lice |

Parent/Guardian Initials_____

- Vomiting
- Yellowing of the skin or eyes
- Fever >100°F
- Green/yellow mucus
- Rash
- Sore throat
- Severe cough
- Scabies
- Discharge from eyes
- Chicken Pox
- Pertussis
- Measles
- Mumps
- Rubella
- Impetigo
- Diphtheria

Parent/Guardian Signature

Date

Name of Director

Signature

Date

Permission to Administer Medication/Topical Creams

All ointments and medications must be provided in their original container, with a valid expiration date, where applicable, labeled clearly with the child's name, and given directly to a teacher. Teachers may only dispense ointments and medications per labeled instructions.

Parent/Guardian Signature

Date

Parent/Guardian Initials_____

HEALTH STATEMENT

CHILD'S NAME: _____ BIRTH DATE: _____

PARENT'S NAME: _____

PARENT'S ADDRESS: _____

STATUS OF THE ABOVE CHILD'S HEALTH _____

ANY KNOWN CONDITIONS UNDER TREATMENT _____

CHILD IS CAPABLE OF ADJUSTING TO PROGRAMS OF THE CHILD CARE FACILITY

YES/NO - REASON _____

SIGNED _____ DATE _____
(M.D. or R.N.)**Permission to Administer Over the Counter Medication/Topical Creams**

All ointments and medications must be provided in their original container, with a valid expiration date, where applicable, labeled clearly with the child's name, and given directly to a teacher. Teachers may only dispense ointments and medications per labeled instructions. This section is to be filled out by a physician.

Medication	Dosage	Reason for Administration	Physician Signature
Ibuprofen			
Acetaminophen			
Diaper Cream			
Topical Skin Cream			
Teething Tablets			

Parent/Guardian Initials _____