



Twelve Corners Day Care Center

Application for Day Care Services

Date: _____

Child's Full Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____ Age: _____ Sex: _____

Days/hours you will use the center: _____

Parent/Guardian #1

Parent/Guardian #2

Name		
Home Address		
Home Phone		
Occupation		
Business Name		
Business Address		
Business Phone		
Work Hours		

Other Persons in the household (*siblings, grandparents, etc.*)

Full Name	Date of Birth	Relationship to Child

BASIC MEDICAL INFORMATION:

Allergies: _____ How do allergies manifest themselves? _____

Asthma: _____ Hay fever: _____ Hives: _____ Runny nose: _____

Other specify: _____ Other illnesses (please specify): _____

Ear infections: _____ How often: _____

Age when first ear infection occurred: _____

SPEECH:

Age Developed: _____ Present Level: _____

TOILET TRAINING:

Is trained? _____ Age trained: _____ Daytime: _____ Naptime: _____

Words used for urinating: _____ Bowel movement: _____

DISCIPLINE:

Method of behavior control used: _____

EATING HABITS:

Likes: _____

Dislikes: _____

Allergies to any foods: _____

SLEEP HABITS:

Needs nap? _____ How long? _____ Sleeps with toy or blanket? _____

PHYSICIAN INFORMATION:

Doctor's Name: _____ Phone number: _____

BEHAVIOR:

Habits (such as thumb sucking): _____

Special needs: _____

Special fears: _____

Previous care arrangements:

Group day care: _____

Home with Parent: _____

Home with sitter: _____

Family day care: _____

Other (please explain): _____

How long? _____

Twelve Corners Day Care Center
PERMISSION SLIP (also see Blue Card Permission Waivers)

Child(ren)'s Full Name	Date of Birth

I give my consent that any photographs or reproductions taken of my child(ren) while under the care of the Twelve Corners Day Care Center by an approved photographer may be used by, or with the consent of Twelve Corners Day Care Center for any purpose.

I give my permission for my address and phone number to be given to my child(ren)'s classmates when needed (such as classmate's birthday parties, etc.).

I authorize Twelve Corners Day Care Center to release medical/health information to their healthcare consultant for the purpose of addressing any health concerns. This authorization will remain in effect as long as the child is a participant of the program. You have the right to revoke this authorization at any time. If you are not willing to provide authorization, then the child will not be able to be a participant in the program.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize Twelve Corners Day Care Center to transport my child to the nearest hospital and to secure for my child the necessary medical treatment.

Curriculum and Program:

- The teachers and their supervisors, in line with the development levels of each group, plan the content of our program each month.
- Their lesson plans are posted on the bulletin boards outside each classroom door.
- Parents are encouraged to discuss lesson plans with staff and tie in with home activities.
- Our small size groups allow teachers to plan age appropriate activities based on children's interests.
- Our daily routine includes:
 1. Fine motor activities, puzzles, blocks, pasting, cutting and cooking projects.
 2. Large motor activities take place in the "muscle room" and outdoors when weather permits.
 3. Language development through stories, books, music, conversation, dramatic play, games and group activities.
 4. A balance of structure and free play appropriate to each age.
 5. Quiet times for nap and resting.
 6. Nutritious meals that are USDA approved.

Parent Signature: _____ **Date:** _____

Twelve Corners Day Care Center
ENROLLMENT STATEMENT

_____, age _____ is enrolled at
Twelve Corners Day Care Center, located at 155 Canal View Blvd., Rochester, New York 14623
commencing on _____.

Parent Signature: _____

Date Signed: _____

(for center use)

Child withdrawn on _____

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- Our center is equipped with a security system. Anyone entering this building needs to use his or her card for the security system. If you do not have your card, please ring the doorbell and remain in the vestibule until admitted by a staff member. Please do not hold the door open to allow others access. The responsibility for the safety and welfare of the children rests on all of us.
 - All children must be brought into the daycare by an adult each day and will only be released to an adult.
 - Children must be signed in and out each day. Sign in/out books are located by the office window.
 - Please inform the teacher of any pertinent information when you drop off your child. You may leave any messages for teachers on the clipboard outside of your child's classroom.
 - It is normal for some children to have difficulty separating from parents or cry when being dropped off. We know it is hard, but please try to be brief, the longer you prolong departure the harder it usually gets. Please feel free to call anytime throughout the day to check on your child.
 - **NO CHILD WILL BE ALLOWED TO LEAVE THE CENTER WITH ANY PERSON NOT AUTHORIZED BY THE PARENT.** We will not release children to anyone except the parent without a written note from the parent stating the name of the pickup person and the date they give permission to release the child.
 - Any person picking the child up in an impaired condition (inebriated or on drugs) will be encouraged to allow us to find alternative transportation. We cannot legally withhold a child from a legal guardian; however, we will not hesitate to call the police if we feel the child is in jeopardy.

Twelve Corners Day Care Center PARENT DAY CARE SERVICE AGREEMENT

The purpose of this agreement is to confirm my child care agreement with Twelve Corners Day Care Center. The following is the agreed upon child care plan:

Child's name	Date of Birth	Date Care Begins	Days of Care	Weekly Fee

Total Weekly Fee \$ _____

I understand Twelve Corners Day Care Center functions on a weekly tuition policy, therefore, my weekly fee is due to the center on Monday of the week care is provided. This weekly fee is due whether or not my child attends the center. There are no holding fees. A written request for change in the care plan must be submitted to the Director for approval two weeks in advance. Two weeks written notice of departure from the center is required before withdrawal. If I withdraw my child from the center without notice, I am still responsible for two weeks' withdrawal payment at the current rate to the center.

Tuition Notice:

Tuition increases generally occur annually as of the first of the year. Notice of an increase is sent home with your child and signs are placed in the office area. **You are responsible to monitor increases in fees and keep your payments current.**

If you receive funding from MCDSS you must inform them of any changes in your income or expenses. Your weekly fee as determined by the funder, is due to the Center whether or not your child attends. In the event your child is absent you agree to pay the full cost of care for those days not reimbursed by the funder. You are responsible for payment in full during any lapse in funding. Two weeks written notice of withdrawal is required, in addition to a Notice of Decision letter.

Days and Hours of Operation:

- Twelve Corners Day Care hours of operation are Monday – Friday 6:00 a.m.6:00 p.m.
- We are closed for major holidays such as New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.
- Due to lack of enrollment on or around holidays, we reserve the right to close early with advanced notice to parents.
- In case of emergencies when the Center needs to close (such as snow days), please listen to 1180 AM, 100.5 FM, Channel 13 WHAM or on the web at <https://13wham.com/> for closing information.

The following chart summarizes other fees/discounts of Twelve Corners Day Care Center:

Fee	Definition	Amount
Admission Fee	Paid upon admission or re-admission to the center. Two weeks' tuition is to be applied to the first two weeks of day care service. All admission fees are non-refundable.	\$25.00 and two weeks' tuition
Second Child Discount	We offer a \$10.00 per week discount off the tuition of the oldest child if both children are enrolled full time.	\$10.00 per week
Building Fee	Twelve Corners Day Care Center is a not for profit center. The Board of Directors set this policy to maintain an emergency fund to pay for unplannable emergencies. This fee is due upon enrollment and every March 31 st thereafter.	\$ _____ per year
Late Payment Fee	Payment is required on Monday in full for that week. If tuition is not received by 9:00 a.m. Wednesday, you will be charged \$10.00 for each week that is paid late.	\$10.00 per week
Return Check	Checks returned for insufficient funds will be charged a fee. Should this occur twice, a money order or bank check will be required for payment on a go-forward basis.	\$ _____
Late Pick-up	<p>The center closes at 6:00 p.m. Parents are expected to be out of the building by 6:00 p.m. so staff can close the building. The fee will keep accumulating until you leave the building. Fee will be charged as follows:</p> <p>6:00 – 6:05 p.m. \$5.00 6:06 – 6:10 p.m. \$10.00 After 6:10 p.m. \$5 per 5 minutes</p> <p><i>*exact time will be determined by the office clock*</i></p>	

I have read and understand the policies and fees of Twelve Corners Day Care Center.

Parent Signature: _____ **Date:** _____

Twelve Corners Day Care Center

HEALTH POLICY

Physicals:

Each child attending Twelve Corners Day Care Center is required by New York State licensing laws to have a physical at the time he/she starts at the day care center and yearly thereafter. Infants should follow the appropriate well child schedule. The physical must be done by a doctor and our physical form must be filled out, signed and dated by the doctor. The child's immunizations must also be kept updated.

Sick Children:

We do not have facilities or staff here to take care of sick children. If your child becomes ill during the day, we will call you and ask you to pick him/her up as soon as possible. The following symptoms would be reasons for us to send a child home:

1. Fever (100 axillary)
2. Three or more episodes of diarrhea or one uncontained diarrhea
3. Vomiting
4. Any combination of symptoms which may be contagious or may prevent the child from functioning in day care.
5. Pink eye
6. Rash

When a child is sent home sick or kept home sick, he/she may not return to the day care until he/she has been symptom-free for at least 24 hours, or with a doctor's note explaining that the child is not contagious (e.g, ear infection, allergies) and is able to function in a group setting.

Please have a "back-up" person available if you are not able to pick up your sick child. Please make sure your back-up person's name and phone number is listed on your child's blue card. As always if YOU are not coming to pick up your child please let us know who is coming and that person has picture ID.

Medications:

We will administer medications to children ONLY UNDER THE FOLLOWING CIRCUMSTANCES:

1. We must have our consent form signed by the doctor and the parent, stating the child's name, date of birth, the dosage, side effects of medication, the time to be administered, how many days we are to give the medication and directions for MAT certified staff to administer the medication.
2. The medicine must be in its original container and labeled with the child's name and side effect information sheet enclosed.
3. The above applies to over-the-counter as well as prescription medications.
4. We will not give Tylenol to mask a child's fever. A child with fever does not belong in day care.

Playing Outside:

We take the children outside as often as possible, even in the winter. Please send appropriate outside clothing with your child daily, including boots, snow pants, hats and mittens for the winter. We will keep your child inside at your written request for one or two days. If you do not want your child outside for any longer period of time, we need a written doctor's note stating the reason and for how long.

Open Door Policy:

We have an open-door policy for all parents. Parents are welcome to call or drop in at any time during regular childcare hours.

FIRST DAY AT DAY CARE

1. Bring child into the room and let the teacher know you have arrived.
2. Remember to bring in at least two extra changes of clothing to be kept at the center. These should be kept in a canvas bag or a diaper bag, **NO** plastic grocery bags. This should be appropriate for the season and changed as needed.
3. Remember to bring a blanket and crib sheet for naptime. You are responsible to see that these are laundered weekly.
4. Remember, if you have any questions ask the staff. We are happy to help and we want to make this a pleasant experience for you and your child.
5. Please remember to walk your child into the building and to the classroom, and sign your child in/out each day.
6. **Please remember to label everything that is brought into the center with the child's first and last name.**

PLEASE RETURN THE FOLLOWING FORMS TO THE OFFICE TO ENSURE PLACEMENT:

Physical
Blue Card

Parent Fee Agreement
Application

Permission Slip
USDA Forms

****ALL PAPERWORK, APPLICATION FEE AND TWO WEEKS TUITION MUST BE TURNED INTO THE OFFICE BEFORE
A PLACE IS RESERVED FOR YOUR CHILD(REN)****

DISCIPLINE POLICY

We believe in dealing positively with children. We do not condone discipline, which involves hitting, shaming, or threatening a child. We encourage children to talk out their problems without physical or verbal force. We encourage children to set their own limits by initially providing him/her with reasonable limits, positive reinforcement, encourage and explanations. If a child seems to be losing control in a situation, we use time out to remove him/her from the situation until he/she is in more in control, and we can work out a solution together. Follow through and consistency are very important.

Child Abuse/Neglect:

- We are required by law to notify Child Protective Services when it appears that a child is being neglected or abused.

Termination:

- The center reserves the right to re-evaluate any child, or family's continued participation in this program to determine that the program can adequately meet the needs of the child or family.
- Failure to abide by any of these policies may result in termination. We reserve the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time, does not indicate that a policy is no longer in effect.
- Termination may be required for excessive and/or uncontrollable biting, inappropriate language, destructive or harmful behavior, etc.
- Unless the child is in immediate danger to himself/herself, or the other children, two weeks' notice will be given should withdrawal of the child be required.

Twelve Corners Day Care Center
CACFP COMPLIANCE FORM

Child's Name: _____ Date of Birth: _____

My child attends Twelve Corners Day Care Center the following days and hours:

Monday	_____	until	_____
Tuesday	_____	until	_____
Wednesday	_____	until	_____
Thursday	_____	until	_____
Friday	_____	until	_____

My child receives the following meals at Twelve Corners Day Care Center:

	Breakfast	Lunch	Snack
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Parent Signature: _____ Date: _____