



St. Andrews

Child Development Center

1860 Reid School Road, Taylors, S.C. 29687; (864) 322-0090

“Where Children Can Grow in God’s Grace”
Offering Preschool, All-Day Care & After School Programming

Director: Joyce Johnson, jjohnson@standrewspc.com, 864-915-9978

Assistant Director: Kristina Cooper, kcooper@standrewspc.com, 864-616-7242

Federal Tax ID#57-0711105 LIC# 563

Dear Parents,

Welcome to the St. Andrews Child Development Center family! Having worked in the children's ministry and educational arena for over 26 years I am proud to say I've never worked in a more supportive church or with a more dedicated team as here at the 'Saint'!

Our center began over twenty years ago as a faith-based ministry of the church family for our local community. Allowing this simple purpose to motivate the day-to-day operation of our center has built a reputation that we work to maintain! As a result, our parents can be assured of:

- a safe and welcoming facility designed to encourage their child's developmental growth spiritually, emotionally, physically, and socially, as well as intellectually.
- a positive staff that is fully qualified, experienced, and dedicated to the crucial role they play as each child's caregiver and teacher!
- a Pastor, Session, and congregation of folks that support this most important ministry through prayer, financial gifts and countless hours of volunteer time that greatly enables us to maintain our goal of low tuition costs.

No cookie-cutter program here! Each of my teachers, Assistant Director and I are committed to the building of quality and personal relationships with each child entrusted to our care and to their parents & grandparents. Ongoing communications with our families help us ensure the well-being of each boy or girl as we strive to meet the needs of the individual child at his or her developmental stage. To this end, we keep our preschool program small enough to be able to hold off, or hasten, the moving of a child into the next classroom level as maturity occurs and there is availability according to DSS guidelines.

Most of our preschoolers attend all-day childcare. That can add up to almost 11 hours away from home in a day. Our elementary-aged children come straight from a full day at school to participate in several hours of after school activities and care. At St. Andrews we take seriously the challenge of being an extension of your values and core beliefs while entrusted with the care of your child! We consider it a privilege to be involved in the molding of young lives and we seek to be a positive, Christ-centered influence for each family that includes St. Andrews CDC as part of their child's life journey!

Joyce Johnson
Director

"Children are a blessing and a gift from the Lord." Psalm 127:3

Dear Parents,

On behalf of the body of Christ at St Andrews Presbyterian Church, we would like to welcome you and extend the hand of fellowship and grace to you and your family. We take seriously the command of our Lord Jesus Christ to make disciples and we believe discipleship begins at the earliest age. Our prayer is that we are true to this command and begin to nurture the seed of faith in each child. If you ever have any questions, I am always available for conversation. May our Lord bless you and your family, and we look forward to being a part of your child's faith journey.

In Christ,
Jeff Gilstrap, Pastor

The Session of St. Andrews Presbyterian Church identified the need for quality childcare in the Taylors community three decades ago. As a result, St. Andrews Presbyterian Church embarked on a mission of providing quality, low cost, Christian daycare, and early childhood education in our community.

Mission Statement:

We believe each child is unique in the eyes of God, and so, St. Andrews Presbyterian Church CDC seeks to share God's love by providing the children of our community with a place of nurture, learning, and worship.

2022 - 2023 Parent Guidelines

Weekly Tuition Rates

Tuition is due every Monday. **Rates are not reduced for vacation, illness, multiple children, or inclement weather. **\$15 charge for returned checks.

Young Twos (full time)	\$170
Preschool rate applies when child turns 2 years old	
Preschool & Summer Afterschool (full time)	\$150
Afterschool (full time)	\$65
No part time afterschool slots	
Preschool (part time, 3 full day min or 5 mornings before 12)	\$100
One part time slot per class	
Full Day Drop-In (per day)	\$40
Afterschoolers (per day)	\$17
Currently enrolled, school out (full day)	
Yearly Registration (per child)	\$75
Upon enrollment & each August, Non-refundable	
Summer Only Registration (per child)	\$30
Non-refundable	
Waiting list Fee	\$50
Late Pick-Up Fee	
Charge is per minute after 6:00 PM	\$2
Charge is per minute after 6:15 PM	\$4
Door Access Fobs (each)	\$10

Withdrawal: A two (2) week notice is required to withdraw your child from St. Andrews CDC. All tuition and applicable fees apply whether or not the child attends.

Payments:

- Payments are due on Monday for the week.
- A \$10 Late Fee will apply if tuition is not paid by noon on Wednesday.
- Past Due Collections: Past due accounts, without special arrangement with the director, will be submitted to a collections service **at your expense**.

Staff

The staff of St. Andrews CDC is a team of dedicated and experienced professionals. A creative, innovative, and loving group of teachers is vital to the quality of childcare. The CDC staff share in the vision of the church in seeing the center as a ministry while contributing uniquely in sharing God's love and nurturing the lives of each child that enters our doors. All staff is required to continue their education yearly in early childhood development through in-service workshops and accredited courses. Staff members are also required to renew first-aid and CPR training regularly in courses specific to the care and needs of children.

Social Media: Please note that our staff is not allowed to correspond with parents of currently enrolled students on any form of social media.

General Information

Enrollment:

- **Young Twos:** We are licensed for up to three (3) children less than two years old. Enrollment depends on availability in our 'Young Twos' room. Precedence given to staff, currently enrolled, then open to new families.
- **2K-4K Preschool:** A child must be two years of age to be enrolled in the Preschool program.
- **Afterschool:** Is available for kindergarten through 5th grade. Our bus picks up from Mountain View, Paris, & Taylors Elementary schools.

Note- We offer full summer programs for all the above ages!

Brightwheel App:

Brightwheel is a free app we use to communicate between staff and parents. The app is used to track attendance, send notes, photos, medications given, curriculum information, field trip info, infant daily schedule. This is also the best way to communicate with your child's teacher and/or staff. We prefer teachers to use the Brightwheel app or the center's phone.

Drop off and pick up:

- **Hours:** 7:15 AM – 6:00 PM
- **Late Pickup Fees:** All children must be picked up and exit the building by 6:00 PM. There is a late pickup fee of \$2 per minute after 6:00 PM and then \$4 per minute after 6:15 PM.

Tips to help make these times go safely and smoothly:

- Please honor our **10 MPH speed limit** in the church parking lot and the turn-around drive!
- Key fobs unlock our door between 7:15 AM and 9:00 AM.
- Upon arriving, please follow the morning routine posted on the outside door.
- To ensure your child's confidence and sense of security, please give them a reassuring hug with a positive message such as "I'll see you in a little while after you've had a fun day!" and then depart quickly.
- Please do not use cell phones in the building! A teacher may need to speak with you and your child has been waiting all day to greet you!
- Please be courteous if you pick up your child while a teacher is still conducting a group activity.

Security:

- Access to our locked facility is through the side entrance- there is a security camera and 'swipe' for parents to use an assigned key fob (each key fob is \$10).
- The bell and intercom, located at same entrance is available for anyone without a fob. Please be patient as our staff are busy but will answer your call as soon as possible.

Absences:

When a child will be absent, please notify the center as soon as possible (this can be done through the Brightwheel app). **This is especially important if we plan on picking your child up at school.**

Holidays:

- Labor Day
- Three days at Thanksgiving*
- Four days at Christmas*
- New Year's Day*
- Martin Luther King Day
- Good Friday
- Independence Day*
- Memorial Day.
- Closed the last day of summer*
- Election day half day*

*Knowing the day of holidays change year to year the dates we close could change. We will notify parents ahead of time.

Inclement Weather:

In most cases, we follow the Greenville County School District schedule. We will follow the same schedule if they close for snow or ice. Please check the Brightwheel app for any delays, cancelations, or exceptions to our closing policy.

Emergency Information:

In the event of an emergency evacuation, your child will be transported to either Marathon Church (next door) or Mountain Creek Baptist Church. (Please see Day Care Evacuation Plan Emergency Evacuation Permission Form)

Confidentiality:

All student information and records are confidential. The only personal information shared is necessary medical and contact related that all staff must have on hand.

Curriculum/Class Content:

The faith-based *WeeLearn* curriculum, along with other age-appropriate educational resources, is used in our preschool classrooms. Weekly chapel time is provided by the staff and includes music, prayer, and a story that supports the theme of the curriculum or the church season. The learning experience for 2 yrs. through 5th grade includes a variety of fun and educational field trips and special guests to the center year-round. In addition, our students, and their families, throughout the year, are invited to join the St. Andrews family for opportunities of spiritual growth and fellowship such as Vacation Bible School and special Mission/Service opportunities.

Toys:

Each Friday is 'bring-a-toy-to-share' day. Each child may bring a toy from home to share in class that day. Please do not send items of great value and be sure the toy is clearly marked with name or initials.

Field Trips:

Though we welcome parents and grandparents on trips, we can only have so many chaperones on any one field trip. Please let your child's teacher know if you would like to attend a trip. We will draw names to choose chaperones. There will also be a form that all chaperones will need to read and sign before going on any field trips. To eliminate confusion, no 'dropping in' on field trips, please!

Homework:

Children will be offered 45 minutes of homework time each day Monday through Thursday. Children are responsible for presenting assignments and asking for help as needed. Please check your child's work. We are not responsible for completion of homework. We provide basic supplies, but each child may keep their own additional materials at St. Andrews CDC.

Discipline:

- A preventative approach to discipline is employed whenever possible.
- No corporal punishment is allowed at St. Andrews.
- Redirection or verbal counseling is always the first course of action.
- Time-out periods may be used with a guideline of 1 minute per year of age.
- After school-aged children may be assigned a writing assignment.
- Persistent behavior problems and/or inappropriate physical contact (ex. biting and hitting) will be documented on Brightwheel. Documentation through Brightwheel is also a means for us to communicate to you how your child's day has gone-it is often difficult to talk with every parent at busy pick-up times.
- In extreme cases, a parent will be contacted to assist with any behavior problems.
- On a case-by-case basis other means of addressing behavior problems may be implemented upon discussion/agreement between the parent and teacher (i.e., withdrawal of field trip privileges or suspension).

Grievance Procedure:

In all grievance situations, the person with the grievance is obliged to make an attempt to discuss and resolve the problem on a one-to-one basis with the other person involved before moving on to the following procedure.

- Discuss the problem with the CDC Director.
- If either party is not satisfied with the Director's resolution of the issue, they may file a written grievance with the CDC Mission Team. The Team will hear all sides of the issue and will give a written decision to all parties involved within 4 working days.

Dismissal of a Child:

St. Andrews CDC reserves the right to dismiss any child if, after entering the program, he or she seems unable to participate in the group experiences or if fees have not been paid. On this rare occasion, if at all possible, we will extend the courtesy of a two-week notice.

Damage/Loss to Property:

We reserve the right to ask for reimbursement from parents if damage or loss to St. Andrews property/equipment is the result of intentional maliciousness or repeated disregard of center policies.

Health

Forms:

Medical forms must be completed and turned into the center before a child can be admitted. All immunizations must be current according to their age and a copy of a South Carolina immunization record given to the Director within 30 days of enrollment.

Illness:

If your child is ill or unable to participate in center activities (ex. can't go outside due to a cold), you must make arrangements for alternate care. **DO NOT BRING AN ILL CHILD INTO THE CENTER.** This policy is for your own child's comfort and to prevent the spread of illness to other children.

If your child appears ill upon arrival, a staff member may refuse to accept him or her into the center. Your child cannot remain in the center with any of the following:

- Fever over 100 degrees
- Vomiting
- Severe symptoms of congestion or prolonged cough
- Diarrhea
- Rash (if cause is unknown)

Re-admittance to the center after contracting a communicable illness or condition should follow these guidelines:

- Chicken pox: Six days after lesions appear (ALL lesions must be completely dried up).
- Impetigo: 24 hours after treatment begins and drainage is over.
- Lice: After treatment begins. Treatment must be followed through.
- Scabies: After treatment begins.
- Strep Throat: 24 hours after oral medication begins.
- Meningitis: According to the guidelines of the local or state health department.
- Hepatitis: Written recommendation of child's physician.
- Pink Eye: Viral cases do not need to be excluded. Child should be seen by a physician to determine if condition is viral or bacterial. Physician's recommendations should be followed.
- Fever: Must be fever-free (without the aid of medication) for 24 hours before returning to the center.

If a child becomes ill while at the center, they will be isolated from the other children and a staff member will call the parent or an emergency contact from the child's file. Staff will continue to monitor the child's condition (take temp., provide fluids, etc.) until the child is picked-up. Further illness descriptions and related explanations of the regulations that we are required to enforce can be found at: www.scdhec.gov.

Food:

Each child should bring in a cold or heat-up lunch (all items labeled please), napkin, and any needed utensils. We also offer the option of a CDC provided lunch each Monday and Friday. A monthly menu is posted, and each Monday and Friday lunch is \$3 per child.

- **DSS regulation Number 114-528 A(3)**
 - Round, firm foods shall not be offered to children younger than four years old. Examples of such foods include: hot dogs, grapes, hard candy, nuts, peanuts, and popcorn. Hot dogs may be served if cut lengthwise and quartered; grapes may be served if cut in halves.
- **DSS Regulation Number 114-529 A(1)(j)**
 - Food for infants shall be cut in pieces one-quarter inch or less.
- **DSS Regulation Number 114-529 A(1)(k)**
 - Food for toddlers shall be cut in pieces one-half inch or less.

Allergy Information:

- Due to the increase in allergies, and in an effort to keep all our children as safe as possible, please do not bring **peanut butter, nuts of any kind, or products packaged in factories that process nut products** to the CDC (Wow butter or Sun butter is acceptable).
- Please read all labels before sending items with your child.
- If we find an item in your child's lunch that contains peanuts and/or nuts, we'll give your child something else to eat that day and put a note in the lunch box so that you don't mistakenly send it again.
- Please honor our crucial policy when packing your child's lunch. Make sure home-baked food does not contain nuts, tree nuts, etc.
- Only store-bought goods, with listed ingredients, may be brought into the center for class treats, parties, etc.
- The St. Andrews CDC facility is a shared space with the church and various other community programs. We will make every effort to convey the above information with everyone but cannot guarantee cross-contamination will not occur.

Signature Page

I have read and understand the requirements and policies in this handbook. I understand that I am committing to a space in the St. Andrews Child Development Center's program whose continued operation relies solely on weekly tuition. I understand that my tuition is due on Monday of each week regardless of whether my child attends or not. I have read and understand the policy of a two-week notice including all applicable fees is due should I need to withdraw my child from the program.

Parent Signature _____ Date _____

CDC Director _____ Date _____

Forms

- Application for Admission
- Emergency Evacuation Permission Form
- Emergency Medical Plan and Emergency Contact Form
- Medical Authorization and Administration
- Sunscreen/Diaper Cream/Hand Sanitizer Release Form
- Swim Permission Form
- Transportation/Field Trip Permission Form
- Mandatory Reporting Acknowledgement
- Scheduled Activity Form
- Tracking Policy Form
- Image Use and Consent Form
- Release of Liability and Covenant Not to Sue
- Limited Power of Attorney
- DSS Form 2900

Application for Admission

Child's Full Name _____

Child's Main Residence _____

Age _____ Sex _____ DOB _____ Elementary School _____

Date of Application _____ Desired Date of Enrollment _____

Full Time / Drop in / 5 Mornings / 3 Days If you circled 3 days which days? M T W TH F

Mother's Name _____

Mother's SSN _____

Work Phone _____ Cell Phone _____

Mother's Address _____

Mother's Work Address _____

Mother's Email Address _____

Father's Name _____

Father's SSN _____

Work Phone _____ Cell Phone _____

Father's Address _____

Father's Work Address _____

Father's Email Address _____

Are the parents divorced/separated? _____ If yes, who has custody? _____

Responsible party to appear on billing statement _____

Child's Personal History:

Is the child right-handed or left-handed? _____

Please list any other persons living with the child and their relationship (if any) to the child:

Previous preschool experience: _____ Where and when? _____

Child's Allergies _____

How do they react to the allergen? _____

Are there any medical or emotional problems of which we should be aware?

Please list any other information such as premature birth, napping/eating instructions, discipline, communication, fears:

Languages spoken at home: _____

Feeding habits or traditions at home (e.g., how does your family eat dinner?)

Describe any cultural or religious beliefs that your child's teachers should know:

Please list anything else you would like your child's teacher to know:

Emergency Evacuation Permission Form

In the event of an immediate emergency evacuation, I hereby grant St. Andrews Presbyterian

Child Development Center permission to transport my child/children, _____

_____, to the following location: Marathon Church or Mountain Creek

Baptist Church.

I understand that I will be notified as soon as possible and that my child/children will be cared for until I can pick him/her up.

Signature of parent or legal guardian

Date

Emergency Medical Plan and Emergency Contacts

In case of a medical emergency in which emergency medical care and treatment are warranted, the following steps will be followed:

- Call 911 EMS for First Responders to come to the center, and the parent/guardian will be called immediately after that.
- If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- First Responders will assess and determine whether the child needs to be taken to the hospital or emergency room. Emergency information will be taken with the child to the emergency location.
- The director or assistant director will accompany the child to the hospital or emergency location and remain until a parent or guardian arrives.

Permission is granted to meet the needs of my child in case of an emergency.

Signature of parent or legal guardian _____

Date _____

Emergency Contacts: (has permission to pick up child)

Name _____ Relationship _____

Primary Number _____ Secondary Number _____

Name _____ Relationship _____

Primary Number _____ Secondary Number _____

Name _____ Relationship _____

Primary Number _____ Secondary Number _____

Medical Authorization and Administration:

The center requires written authorization to administer any medication or medical treatment. Prescription medication must be in its original pharmacy labeled container with the child's full name, name of medication, dosage amount, time the medication is to be administered, and frequency of dosage. Over the counter medication may be administered under the following conditions:

- Medication is in its original labeled container, with child protective caps.
- All medication shall be used for the child for whom the medication is labeled.
- The container is labeled with the child's first and last name.
- Written authorization is provided by parent or legal guardian.
- Administered according to dosage indicated by the manufacturer, unless written authorization for an alternative dosage is provided by a licensed health care provider.
- All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture.
- Discontinued and expired medications shall not be used and shall be returned to the parent or disposed of in a safe manner.
- Any errors of administration of medication will be reported immediately to the family and notified in writing of a medication error or a suspected adverse reaction to medication and shall be recorded in the child's record.

To meet DHEC's standards (Department of Health and Environmental Control), if a child has an Epi-Pen, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff must be trained to administer emergency medication. Parents should complete a Medicine Form to allow the staff to administer an Epi-Pen.

Signature of Parent or Guardian _____

Date _____

Sunscreen/Diaper Cream/Hand Sanitizer

To help protect your children from the sun's rays, please provide a bottle of sunscreen for your child labeled with their name. It will be applied (as needed) before any outside activities.

My child, _____, has my permission to have his/her own sunscreen applied prior to outside activities.

Signature of Parent or Guardian _____

Date _____

In the event of diaper rash, please provide diaper cream. Over the counter diaper cream can be administered with parent/guardian permission without a prescription. It will be applied as needed.

My child _____, has my permission to have diaper cream applied.

Signature of Parent or Guardian _____

Date _____

In the event where regular hand washing is not possible, hand sanitizer may be used (e.g., on the playground or on a field trip).

My child, _____, has my permission to use hand sanitizer.

Signature of Parent or Guardian _____

Date _____

Swim Permission

I give permission for my child, _____, to participate in swimming activities.

Signature of Parent or Guardian _____

Date _____

Transport/Field Trip Permission:

I authorize St. Andrews Presbyterian Church CDC to transport my child, _____, to and from the facility (school transport) and during field trips or in case of an emergency.

Signature of Parent or Guardian _____

Date _____

Mandatory Reporting

I understand St. Andrews Presbyterian Church CDC is mandated by state law to report any cases where there is reasonable cause to believe that a child is being neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured, or suffered death by other accidental means by a parent, guardian, or caretaker to the proper authorities. To avoid any misunderstanding, parents are encouraged to keep St. Andrews Presbyterian Church CDC aware of any unusual bruising or injuries occurring at home.

Signature of Parent or Guardian _____

Date _____

Scheduled Activity

Please notify the center if your child has any scheduled activities or will be picked up or dropped off by someone else due to any scheduled activities. A DSS Form 2930 must be filled out and returned to the center for any therapy or extracurricular activities.

Signature of Parent or Guardian _____

Date _____

Tracking Policy

A parent/guardian or another adult must accompany every child to the classroom and notify the teacher that the child is present. Please recognize that for safety reasons, children may not walk to their classrooms alone. The parent/guardian must inform the classroom teacher when a child leaves the classroom, goes outside on the playground, and leaves at the end of the day. The center is not responsible for the child until a teacher recognizes the child as being present.

The classroom teachers will check each child in or out on the Brightwheel app. Every time the children transition to a different location, the teacher(s) will make a head count of the students and record the information on the app. The teacher will make sure to match each child with their name and picture on the app.

Signature of Parent or Guardian _____

Date _____

Image Use Consent and Release Form

As the parent or guardian of the child/children listed below,

I agree to the following:

I grant to St. Andrews CDC, its representatives and employees the right to take photographs and/or video recordings of me and my family in connection with activities at the facility, or on field trips. I understand that these images will be used for internal areas of display, such as bulletin boards, class projects, scrapbooks, and slide shows, which may be seen by current and prospective clients, and members and visitors of St. Andrews Presbyterian Church.

I further authorize St. Andrews CDC, St. Andrews Presbyterian Church, and its designees to copyright, use and publish the same in print and/or electronically. Such images may be used without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising, and web content.

I do not give permission for St. Andrews CDC to display images of my child/children for any use.

Signature of Parent or Guardian _____

Date _____

Release of Liability and Covenant Not to Sue

I/We give Saint Andrews Presbyterian Church Child Development Center permission to transport my child/children, _____ on the Child Development Center bus or a teacher's vehicle for any activity that requires transportation to and from Saint Andrews Child Development Center. In doing so, I/We release Saint Andrews Presbyterian Church and the Child Development Center from liability and covenant not to sue Saint Andrews Presbyterian Church, the Child Development Center, the CDC director, or any teacher employed by Saint Andrews Child Development Center.

Signed: _____ this _____ day of _____, 20_____.

Limited Power of Attorney

If a serious emergency arises, it may be necessary for a physician to attend your son/daughter before the staff could get in touch with you or your designated physician. Such care can be provided only if you sign the following AUTHORIZATION FOR MEDICAL TREATMENT.

I give the teacher or administrator in charge of my son/daughter limited power of attorney to act in my absence and see that my son/daughter, _____ gets whatever medical treatment necessary in case of sickness or accident.

List any medical exemptions (allergies, blood transfusions, etc.) for your child:

List any significant health problems: _____

My child is presently taking the following medications prescribed by a physician: _____

Name of medicine: _____

Amount taken: _____

Family Health and Accident Insurance Carrier: _____

Policy Number: _____

Comments: _____

Signature of Parent or Guardian _____

Date _____

South Carolina Department of Social Services
 Child Care Regulatory Services
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
 TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: St. Andrews Presbyterian Child Development Center County: Greenville
 Address: 1860 Reid School Road Taylors, SC 29687
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
 Address: _____
Street Address City, State, Zip
 Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
 Address: _____
Street Address City, State, Zip
 Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: Mon Tue Wed Thurs Fri Sat Sun

Check all meals Child will receive daily: Meals are not offered Breakfast Morning Snack Lunch
 Afternoon Snack Dinner Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee