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# **NEDC PROGRAM**

## **ABOUT OUR PROGRAM**

The Northview Extended Day Care Program is a non-profit, fee-based program focusing on recreational and enrichment activities. We work closely with Northview Public Schools and are licensed by the State of Michigan Department of Human Services Office of Children and Adult Licensing.

## **DHS (Department of Human Services) BILLING INFORMATION**

1. NEDC accepts DHS family enrollment.
2. Required DHS forms are available online or at your local DHS building.
3. DHS 'payments' are considered as 'payment in full'.
4. DHS reporting is done on a bi-weekly basis.
5. You will be required to initial our paperwork indicating the logged hours of your child's attendance (you may request a copy at any time).
6. NEDC must obtain proof of DHS acceptance for your child prior to their attendance. If immediate day care is needed, and you are not able to issue a proof of acceptance from DHS, you will be financially responsible for all tuition, late calendar, and late pick up fees prior to DHS acceptance.
7. You will be responsible for registration fees, late pick up fees, field trips and special food day fees. These are not covered by DHS.

## **EMAIL**

You may utilize email for any of below reasons:

1. To submit a monthly calendar.
2. To inform NEDC of future changes to your child's schedule.
3. To communicate questions, concerns, or complaints.
4. You may request that monthly invoices, calendars, and newsletters are sent to you via email. You will need to provide NEDC with an email address.
5. If you do not receive a reply, assume your email has not been received.

## **END OF THE YEAR STATEMENTS**

It is your responsibility to inform NEDC of any and all address changes, whether or not your child continues his/her enrollment. End of year taxes can **NOT** be mailed if a current address cannot be established. Tax statements for the previous year are completed in mid-January of the current year.

## **ENROLLMENT POLICIES**

1. We accept enrollments 4 to 12 years of age who are enrolled in Developmental Kindergarten -6<sup>th</sup> grade.
2. Registration paperwork and registration fees must be submitted at the same time prior to start date.
3. We require a minimum of twenty-four hours, prior to your child's attendance, to process registration paperwork.
4. Our fall and summer programs are separate and require separate registration.
5. Registration fees are non-refundable.

## **PAPERWORK REQUIRED FOR ENROLLMENT**

1. Emergency card filled out COMPLETELY front and back
2. Authorized pick up list
3. Health appraisal
4. Signed permission slip page
5. Signed back page of handbook

## FALL PROGRAM

- 1. Dates of operation** Our fall program begins on the first day of school (**varies year to year**) and operates through the last day of school (**varies year to year**).
- 2. Recess** Because we believe that physical activity and fresh air have a positive effect on children, we go outside daily with only the following exceptions:
  - a. inclement weather
  - b. "air temperature or wind chill of 10 degrees or below
  - c. heat index over 95 degrees
- 3. Proper clothing** It is your responsibility to send your child dressed appropriate for all seasons
  - a. Fall - pants, long sleeves (and/or sweater), shoes with socks, light coat
  - b. Winter - hat, gloves, coat, snow pants, and boots (we go outside regardless)
  - c. Spring - pants, long sleeves, (and/or sweater), shoes with socks, light coat
  - d. All year - When dresses or skirts are worn; shorts & undergarments are required.
- 4. Snacks** NEDC provides opportunities for snack time. Graham crackers or Saltine crackers will be provided for children without a snack from home. Children are welcome to bring a snack from home.

### AGE GROUPS

**Developmental Kindergarten – 2<sup>ND</sup> GRADE CLASS:** Students in need of before and after school care, half days, and no school days.

**3<sup>RD</sup> – 6<sup>TH</sup> GRADE CLASS:** Students in need of before and after school care, half days, and no school days.

### FRONT ROOM

DK - Kindergarten : 6:30 AM – 8:00 AM  
3:30 PM - 6:00 PM

### BACK ROOM

3<sup>rd</sup> – 6<sup>th</sup> Grade: 6:30 AM- 8:00 AM  
1<sup>st</sup> – 2<sup>nd</sup> Grade : 3:15 PM- 6:00 PM

\*Due to a high volume of after school, ½ day, and no school day enrollments, it may be necessary for us to also utilize the gym or library at East Oakview. The doors at East are locked after school hours so we ask that you stop at NEDC to pick up and sign out your child.

### 3<sup>rd</sup> – 6<sup>th</sup> GRADE/HIGHLANDS

3<sup>rd</sup>-6<sup>th</sup> Grade: 3:30PM -6:00PM

The after school program for 3<sup>rd</sup>-6<sup>th</sup> graders is at Highlands Middle School to create a more age-appropriate experience for the children. The children will be bussed from their respective schools to Highlands on normal school days and parents will sign them out from there. 3<sup>rd</sup>-6<sup>th</sup> grade children will be at NEDC on no school days and half days. All calls about 3<sup>rd</sup>-6<sup>th</sup> grade students (Pick ups, illnesses, calendar changes, etc.) must be made to NEDC.

## NORTHVIEW EXTENDED DAY CARE FALL RATES

### REGISTRATION

\*Registration fees are non-refundable  
\$50.00 = per family

### DEVELOPMENTAL KINDERGARTEN – SIXTH GRADE

Before School = \$8.00 Per child  
After School = \$10.00 Per child  
½ Day = \$20.00 Per child  
Full Day = \$25.00 Per child

### FOOD PROGRAM

NEDC provides opportunities for AM and PM snacks. Parents are responsible for providing lunch on ½ days, no school days, snow days, and during the summer program.

### HOURS OF OPERATION

We are open Monday through Friday from 6:30am to 8:30 am and 3:30pm to 6:00pm on regular schooldays. 6:30am-6:00pm on ½ days, no school days and during the Summer Program. NEDC is closed the following days:

Friday before school begins (closed for cleaning)	Christmas & New Year's Break
Labor Day	The last Friday of Spring Break
Thanksgiving	Memorial Day
Friday after Thanksgiving	Fourth of July*

\*If this day falls on a weekend, we will be closed the business day closest to the holiday

If there is ever a question if the day care is closed due to inclement weather or any unforeseen emergency circumstance, please check the website [www.nvps.net](http://www.nvps.net). **NEDC does close due to inclement weather.** Families will be informed in advance of any additional days that NEDC is closed. These days are noted on calendars.

### KEEPING PHONE NUMBERS AND ADDRESS CURRENT

It is pertinent to your child's safety that we have current information on file at all times. Address and phone number changes must be reported as they occur.

### LATE PICK UPS

NEDC closes at 6:00pm (according to the day care clock). There is a fee of \$5.00 (per child) for each five minute increment that you are late. Please refer to the guide below when figuring late fee charges.

1-5 minutes late = \$5.00 (per child)  
6-10 minutes late = \$10.00 (per child)  
11-15 minutes late = \$15.00 (per child)  
16-20 minutes late = \$20.00 (per child)  
21-25 minutes late = \$25.00 (per child)  
26-30 minutes late = \$30.00 (per child)  
31-35 minutes late = \$35.00 (per child)  
36-40 minutes late = \$40.00 (per child)  
41-45 minutes late = \$45.00 (per child)

46-50 minutes late = \$50.00 (per child)

51-55 minutes late = \$55.00 (per child)

56-60 minutes late = \$60.00 (per child)

### **LATE FEES ARE ADDED TO YOUR MONTHLY INVOICE**

\*Emergency authorities will be notified in the event that any child is still in attendance at 7:00pm. These authorities will include, but may not be exclusive to: The Police Department and Child Protective Services.

### **PROGRAM PHILOSOPHY**

Our purpose is to provide a nurturing and safe environment for children of working parents. We strive to create a homelike atmosphere including ample opportunity to choose from a variety of activities that foster growth in the following developmental areas: Physical, Social, Emotional, and Educational. We believe that each and every child is a unique individual possessing special talents, needs, and feelings. Our goal is to encourage those talents and meet all of their needs, to the best of our abilities, while in our care.

### **SUMMER PROGRAM**

- 1. Dates of operation** Our summer program begins the next business day following the last day of school. The summer program ends the last Thursday before the first day of school.
- 2. Recess** Because we believe that physical activity and fresh air have a positive effect on children, we go outside daily with only the following exceptions:
  - a. inclement weather
  - b. a heat index over 95
- 3. Proper clothing** It is your responsibility to send your child dressed appropriate for all seasons.
  - a. Spring - pants, long sleeves, (and/or sweater), tshoes with socks, light coat
  - b. Summer - shorts or pants, a sweater (as air conditioner runs daily), must have shirt, and must wear shoes (flip flops are allowed)
  - c. All year - When dresses and skirts are worn, shorts and undergarments are required.
- 4. Field Trips** Field trips are planned in advance and we reserve the right to:
  1. change, add to or cancel and/or replace with equal value
  2. charge parents
- 5. Bike days** Children **MUST** wear a helmet (**NOT OPTIONAL**)
- 6. Water days** Your child is allowed to participate in water day if they have the following; a swim suit, water shoes or open sandals (with heel strap,) sun block, and a towel
- 7. Sun block** You are responsible for supplying your child with sun block, and it must be labeled with your child's name
- 8. Sunglasses** Bringing sunglasses to NEDC is welcomed and encouraged
- 9. Special food days** Special food days are planned in advance and we reserve the right to:
  1. change, add to or cancel and/or replace with equal value
  2. charge parents

NORTHVIEW EXTENDED DAY CARE 'SUMMER' RATES

## REGISTRATION

\*Registration fees are non-refundable

\$25.00 = Per family

## DAILY RATES FOR ALL AGE GROUPS

1 Child = \$30.00 (A day)

Each additional child = \$20.00 (A day)

\*FIELD TRIPS AND 'SPECIAL' FOOD DAYS ARE NOT INCLUDED IN TUITION

## TUITION, CALENDARS, INVOICES, NEWSLETTERS, FAMILY FOLDER

All payments, calendars, and notes to the director and/or NEDC staff must be placed inside the black payment box. Putting everything inside this box helps to significantly reduce the loss of important information.

**Payments** Any outstanding balance is due by the 15th of each month.

1. You have the choice of paying weekly, bi-weekly, or monthly.
2. Checks may be made payable to: NEDC or Northview Extended Day Care.
3. Please make sure your child's name is in the memo portion of the check.
4. If placing payment in an envelope, or making a cash payment, child's & parents' name must be written on the envelope. If making a cash payment, please write amount.
5. A \$10.00 fee will be charged for all returned checks (additional charges may be applied through your bank, according to their policies).
6. Inform NEDC if parents require separate billing. It will be necessary to fill out separate calendars for each parent.

**Calendars** Calendars for the following month are due by the 10<sup>th</sup> of the current month.

1. A weekly late fee of \$5.00 will be charged to your bill.
2. You will be billed for the number of days your child is scheduled, whether or not they are in attendance.
3. All schedule changes **MUST** be submitted in writing. You may drop a note in the black box or send an email.
4. Your account will **ONLY** be credited for changes made if written notice is received two weeks in advance or under extenuating circumstances at Director's discretion.
5. All written notices must be dated and have the child's name and a parent signature. Changes must also be stated clearly.
6. Future calendars are located on the parent table or at [www.nvps.net](http://www.nvps.net).

**Invoices** Current invoices will be placed in your family folder.

**\*Invoices CANNOT be printed if your child's calendar has not been submitted**

**Newsletters** Parent newsletters with updates, changes, or important information will be posted on the parent information board and posted online at [nvps.net](http://nvps.net) (copies are available upon request).

**Family Folders** Folders are alphabetized by child's last name. Please check your folder daily for pertinent day care/parent communication.

## WEBSITE

All paperwork, notes and important information can be found on the website at [WWW.NVPS.NET](http://WWW.NVPS.NET).

# NEDC POLICES AND PROCEDURES

## ABSENCES FROM DAY CARE AND SCHOOL

If your child is scheduled to attend day care after school, is it your responsibility to call and inform day care staff if you have made alternate arrangements. If your child will not be attending school on a day that they are scheduled to attend day care, it will also be necessary for you to call **BOTH** the school and day care to inform us of your child's absence. The school **WILL NOT** call NEDC to inform of absences. Immediate emergency procedures are put into place for all scheduled children that do not show up at day care after school. Please help us avoid all necessary calls to schools, parents, emergency contacts, and emergency personnel by letting us know where your child is whenever alternate arrangements have been made.

## ACCIDENTS AT DAY CARE

If a student obtains minor injuries while in attendance at Day Care, basic first aid will be administered by day care staff. You will be notified immediately of all injuries that are considered serious such as (but not exclusive to) deep cuts, possible fractures, or a possible concussion. In an emergency, if deemed necessary by the day care director and/or staff, we will call 9-1-1 and contact a parent or guardian. There is always the possibility that your child may need to be transported to the hospital, so it is crucial to submit your 'hospital of preference' on the back of your emergency card upon enrollment.

All NEDC staff maintains CPR and First Aid certification.

## BODILY FLUIDS

Precautions must be used when there is potential exposure to:

- ✓ Blood
- ✓ Blood containing body fluids
- ✓ Tissue discharges
- ✓ Other potentially infectious fluids

**\*WHEN HANDLING ANY OF THE ABOVE, NEDC STAFF FOLLOW THE EXPOSURE CONTROL PLAN THAT IS INCLUDED IN THEIR ANNUAL BLOOD BORNE PATHOGEN TRAINING.**

## CALENDARS

Calendars are due on the 10<sup>th</sup> of each month. If the 10th of the month falls on a weekend, calendars are due the Friday before.

<u>Month</u>	<u>Due Date</u>
January	Dec 10 <sup>th</sup>
February	Jan 10 <sup>th</sup>
March	Feb 10 <sup>th</sup>
April	March 10 <sup>th</sup>
May	April 10 <sup>th</sup>
June	May 10 <sup>th</sup>
July	June 10 <sup>th</sup>
August	July 10 <sup>th</sup>
September	Aug 10 <sup>th</sup>
October	Sept 10 <sup>th</sup>
November	Oct 10 <sup>th</sup>
December	Nov 10 <sup>th</sup>

It is extremely important that calendars are turned in on time.

When filling out your calendar please:

1. Write child's name, grade, and school at the top.
2. Mark an X in the days and times your child will be attending.
3. Fill out separate calendars for each child.
4. Fill out separate calendars for "mom" and "dad" if applicable.

You are billed for the days you have marked that your child will be attending. Please do not add up your bill. NEDC will place bills in Family Folders at the beginning of each month for that month.

### **CHILD ABUSE AND NEGLECT POLICIES**

ALL NEDC staff is mandated by the State of Michigan as child abuse and neglect reporters. In the event of 'any' suspected child abuse and/or neglect we are required to make a report to Child Protective Services immediately. We are not involved in or responsible for any actions taken or not taken by Child Protective Services after such a call has been placed.

### **CLEANING PROCEDURES AT NEDC**

NEDC adheres to state licensing rules for sanitation. Tables, counter tops, and all other hard surfaces, are cleaned before and after use for food intake, food preparation, or when soiled. Toys are cleaned on a rotating basis and/or when soiled.

### **DISCIPLINE POLICY**

Children are expected to use good judgment (according to each of their individual capabilities) at all times. All NEDC staff will use re-direction and offer choices whenever possible to encourage expected behavior. Time out will only be used as a last resort. Please see the chart below as a guide when figuring NEDC'S time out policy:

- 5 yrs old = 5 minutes
- 6 yrs old = 6 minutes
- 7 yrs old = 7 minutes
- 8 yrs old = 8 minutes
- 9 yrs old = 9 minutes
- 10 yrs old = 10 minutes
- 11 yrs old = 11 minutes
- 12 yrs old = 12 minutes

Parents of a child enrolled at NEDC having multiple incident reports involving harm or injury to another student and/or staff will be required to meet with the Director and Director of Special Education to discuss a behavior plan. If incidents persist in which another student and/or staff have been harmed or injured, you may be asked to find alternative day care arrangements. If at any time your child is putting another student and/or staff at high risk of harm or injury, we have the right to waive all of the above options and ask you to find alternative day care immediately. A decision of dismissal would be at the discretion of the Director and Director of Special Education.

### **FAMILY FOLDERS**

Family folders are arranged alphabetically and located on the parent table. Please check folders daily for important information.

### **GRIEVANCE POLICIES**

Although every attempt is made by both NEDC director and staff to maintain a level of professional behavior and the immediate resolve of all NEDC enrollment questions, concerns, and complaints, it is simply unreasonable to assume that at some point an issue will not arise. Please use the below suggestions as a guideline, whenever an issue of this nature arises.



- 1<sup>st</sup> – Seek out the staff person(s) with which you have a question, concern, or complaint.
- 2<sup>nd</sup> – Seek out the counsel of the Director if you feel, for any reason, your question, concern or complaint has not been addressed to your specifications.
- 3<sup>rd</sup> – If, after following the above two steps, you feel that your questions, concerns, or complaints have not been properly addressed, you may contact the Director of Special Education.

### **ILLNESS AT DAY CARE**

If your child comes to NEDC ill, you will be asked to take them back home. If your child becomes ill while at NEDC, you will be contacted to pick him/her up. We do not have accommodations for ill children at day care and cannot run the risk of exposing other children to illnesses. Ill children will be isolated from the other children until they are picked up. If your child is well enough to attend day care they will be expected to participate in all daily activities including gross motor and outdoor recess. Please help us by keeping your child at home if there is any indication that he/she is ill. See below for a list of known conditions in which your child will not be allowed to attend day care:

- ~ Sore throat
- ~ Fever within the past 24 hours
- ~ Vomiting/diarrhea within the last 24 hours
- ~ Unidentified rash
- ~ Temperature of 100 degrees or higher
- ~ Redness, puffiness, or draining fluid in or around the eye

At the discretion of the Director, you may be asked to pick your child up based on (but not exclusive to) any of the above symptoms. You may also be asked to take your child to a physician at which time it will be necessary to present a doctor's slip with his/her signature stating your child is not contagious and is able to return to day care. If your child has been diagnosed with something contagious (pink eye, strep throat, impetigo, etc.) it will be necessary for them to be on an antibiotic for at least 24 hours. A permission slip with a physician signature may be required be submitted upon your child's return (clearly stating that he/she has been on an antibiotic for 24 hours and is no longer contagious.)

It is also mandatory to notify the Director and/or staff if your child has been diagnosed with a contagious illness or infection. We are mandated by the State of Michigan to report illnesses to the Kent County Health Department on a weekly basis.

A sign informing parents of possible exposure to illness, communicable disease, or lice will be posted, whenever a case is reported. A flyer explaining the illness, disease, or lice will be available upon request. Minor bumps, bruises, cuts, scrapes, and all non-life threatening injuries will be attended to by a NEDC staff person. Each individual case will be properly assessed and it will be determined if a parent and/or emergency personnel should be contacted. All incidents are documented and put into your child's file. A copy will be placed in family folders.

### **MEDICATION**

In order for NEDC staff to administer medications at day care, the following must be adhered to:

#### **Prescription medication**

- a. medication must be in the original container
- b. must have: child's name, name of medication, date, dosage amount and time(s) it is to be taken (on bottle)
- c. pills must be counted by both parent and NEDC staff at the time the medication is dropped off
- d. child's name, date, number of pills, and initials of staff and parent must be logged
- e. physician medication form must be filled out and signed by your family physician 'prior' to the dispensing of any prescription medication by NEDC staff
- f. must be 17 years or older to drop off and pick up medication to/from NEDC

- g. all medication will be stored in a locked container

### **Non-Prescription medication**

- a. medication must be in the original container
- b. parent medication form must be filled out and signed by parent (or legal guardian) ‘prior’ to dispensing any non-prescription medication
- c. must be 17 years or older to drop off and pick up medication to/from NEDC
- d. all medication will be stored in a locked container
- e. child’s name, date, number of pills, and initials of staff and parent must be logged

\*It is necessary that the director at NEDC and/or NEDC staff is informed of the need of an inhaler or EpiPen, at the time of registration. Children in need of one or both will not be allowed to be in attendance without them.

### **PESTICIDE NOTIFICATION**

NEDC is required to give parents, a twenty four hour notice prior to the use of any and all pesticides. Any pesticides used at Northview Extended Day Care, would be the same use throughout the Northview School District, with the children’s safety first and foremost in mind.

### **PUNCH CARD**

For every month that your child’s bill is paid for in full by 6pm on the last day of the month, you will receive a “punch” on your card. After you have received 5 “punches”, your account will be credited \$25.00. NEDC will document your payments and mark “punches” on your cards each month. The punch cards will be located in a lime green box on the parent shelf next to the sign in/out sheet at NEDC. You can check your punch card status at any time. We ask that you leave the cards at NEDC to ensure you receive all punches.

### **REQUIRED HAND WASHING PROCEDURES FOR STAFF & CHILDREN ENROLLED AT NEDC**

NEDC staff and children are required to follow handwashing procedures outlined by state licensing rules.

Children **MUST** wash hands with running soap and water whenever possible. However, when we are off campus on a field trip at a facility without running water, hand sanitizer will be used. Hand washing with soap and water, will be done immediately upon return to NEDC.

### **SECURITY**

All children (pre-school through 6<sup>th</sup> grade) **MUST** be signed in and out for both AM drop offs and PM pick ups by an authorized person. All parents, legal guardians, and authorized person(s) picking children up from day care, **MUST** present a picture ID until all staff have identified you as the authorized pick up person for that child. **TO AVOID POSSIBLE CONFUSION, PLEASE INFORM ALL PERSONS ON YOUR CHILD’S AUTHORIZED PICK UP LIST PRIOR TO PICK UP.** No child will be released to any unauthorized person or to anyone younger than 17 years old. No exceptions! We **MUST** have copies of court documentation, for all persons to whom your child can **NOT** be released. **WE CANNOT LEGALLY WITHHOLD A CHILD FROM A PARENT OR LEGAL GUARDIAN UNLESS WE HAVE LEGAL DOCUMENTATION ON FILE STATING OTHERWISE.**

Although NEDC staff is required to be here at 6:15 am, in preparation for the day, children will **not** be allowed in the building until the day care clock reads 6:30am. Our door is locked during business hours for daily routine and safety reasons. A note will be posted on the door if it is unlocked.

If you attempt to pick your child up from NEDC while intoxicated, other transportation arrangements **WILL** be made at the discretion of the day care director and/or support staff.

## **STATE LICENSING CHILD CARE CENTER HAND BOOK & LICENSING NOTEBOOK**

A copy of State Licensing Regulations is available for your review during operational business hours. In addition, the NEDC Licensing notebook is also available for your review during operational business hours. Licensing inspections and special reports for the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **TORNADO, EMERGENCY PROCEDURES, FIRE DRILLS**

**Tornado ‘watch’** – The day care will operate as normal, keeping track of all weather changes and potential warnings that may follow.

**Tornado ‘warning’** – If issued for Kent County, all day care children along with their emergency information will be taken to East Oakview for shelter until the warning has been lifted. \*A sign will be posted outside the door of day care to inform all parents of our location. During an emergency of that magnitude we will be unable to release any children until the threat of danger has subsided.

**Additional Emergencies** – In the event of additional emergencies issued by the Northview District Administration and local emergency personnel, it may be necessary to relocate to East Oakview until otherwise notified by either the Northview District Administration or local emergency personnel. \*A sign will be posted on the outside door of day care to inform all parents of our location. During a lockdown (due to an emergency situation that may be occurring in our surrounding county and/or neighborhood) it may be necessary to remain at day care with the doors locked, not allowing anyone in or out. During any emergencies of this magnitude we will be unable to release any children until the threat of danger has subsided.

**Fire Drills** – Fire drills will be conducted on a quarterly basis.

## **VOLUNTEER**

All persons visiting day care students for any length of time, and/or volunteering at our center will be required to submit to a Northview Public School District Volunteer Consent Form for the purpose of obtaining a conviction-only criminal history file search. This is required yearly. You may obtain clearance forms during regular business hours at the District’s Central Office. Volunteers will be under staff supervision at all times.

I have read Northview Extended Day Care Parent Hand Book and I agree to abide by all the policies and procedures therein.

I also understand that if my child or I fail to follow the policies and/or procedures set forth in this hand book, my child will be dropped from Northview Extended Day Care program.

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Child's Name

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Parent or Guardian Signature

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Date

**SIGN & RETURN TO DAY CARE**