

6 WEEKS – 3 YEARS REGISTRATION FORM
(PLEASE FILL IN APPLICATION COMPLETELY AND LEGIBLY)

I. Child's Name: _____
(Last) (First) (Initial)

Child's Address: _____
(house number) (City) (State) (Zip Code)

Date of Birth: ____/____/____ Sex: Male (___) Female (___) Siblings: Yes (___) No (___)

Names of Siblings: _____
Days to Attend: Mon (___) Tues (___) Wed (___) Thur (___) Fri (___)

Arrival Time: _____ Departure Time: _____

II. PARENT/GUARDIAN _____
(Last) (First) (Initial)

Relationship to Child: _____

Address: _____ Social Security #: _____
(City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email Address: _____

Employer: _____ Work #/Extension: _____

Employer Address: _____
(City) (State) (Zip Code)

PARENT/GUARDIAN _____
(Last) (First) (Initial)

Relationship to Child: _____

Address: _____ Social Security #: _____
(City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____ Email Address: _____

Employer: _____ Work #/Extension: _____

Employer Address: _____
(City) (State) (Zip Code)

Parent's Marital Status: Married (___) Divorced (___) Single (___)

Child Lives with: Both (___) Mother (___) Father (___) Guardian (___)

Who Has Custody of Child: _____

May the non-custodial parent pick up the child? Yes (___) No (___)

Curtis Kindergarten must be provided with court issued custody papers that clearly describes the custody arrangements. Any person granted custody in such papers may pick up the child during the times that person has custody and may designate other persons who are authorized to pick up the child at such times, unless court papers state otherwise.

The child will be released only to the people on this application and the following persons:

Name: Address: Phone#:

Name: Address: Phone#:

Emergency Contact: Name of person to contact if parents cannot be reached:

Name: Address: Phone#:

III. MEDICAL INFORMATION

Immunizations: Please provide a copy of your Child's Immunization Record.

Child's Physician or clinic facility: _____

(Doctor's Name) (Phone) (City) (State) (Zip Code)

Special Needs: Medications: _____ Allergies: _____

Sun Sensitivity: _____ Seizures: _____ Other: _____

I hereby give _____ do not give _____ the Director or staff member permission to give my child acetaminophen. I understand I will be notified that the medication has been administered.

Parent Signature

Date

Special Needs: _____

I do hereby give my consent to the Director of Curtis Kindergarten, or a representative of Curtis Kindergarten, for my child to receive medical aid as may be deemed necessary and expedient by a duly licensed or recognized physician or surgeon in case of any emergency when the parents cannot be reached. Consent is also given for the Director, or a representative, to transport my child for emergency medical treatment, if the parents cannot be reached. In addition, I hereby give the Director of Curtis Kindergarten, or a representative of Curtis Kindergarten, permission to give the following medications to my child (if listed below):

SIGNED: (Last Name) (First Name) (Date)

Witness Signature

Date

IV. OTHER I understand that as a Parent/Guardian, I may ask for a conference with the director as needed.

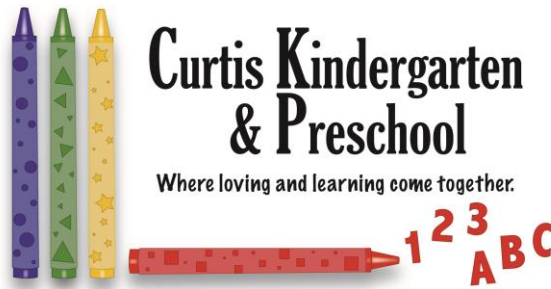
V. Curtis Kindergarten will be open from 6:15 AM to 6:00PM

- I agree that I am enrolling for _____ days per week at a cost of _____.
- I agree to pay a registration fee at the time of enrollment to be renewed each Fall/Spring school year and Summer school. These enrollment fees are not refundable.
- I agree to pay in advance each week's tuition.
- I am aware that full-time students receive priority enrollment. In the event that a child needing full-time care needs to enroll in a class that is full, the most recently enrolled part-time student will be given the first chance at a full-time spot. If the part-time student chooses not to enroll full-time, he/she will be replaced by the full-time student needing to enroll.
- I am aware that I will be charged **\$5.00 per minute** for late pick-ups.
- I will be provided with a Curtis Kindergarten Parent Handbook, containing additional policies and procedures.
- I agree to supply a Pack and Play bed or playpen for my child to sleep in if they are too young for a cot.
- I agree to provide all diapers, wet wipes, burp rags, bottles and formula required for my child

Enrolling Parent Guardian Signature: _____

Director's Signature: _____

Date: _____



School Tuition Policies

Hours of Operation

Curtis Kindergarten and Preschool will be open from 6:15 am to 6:00 pm. A fee of \$5.00 per minute will be charged after 6:00 pm.

Registration Fees

A \$50.00 registration fee is due at the time of enrollment to be renewed each school year. This fee is not refundable.

Tuition Rates for Nursery, ELC and Bridge Classes

Weekly tuition rates include lunch and snacks.

Full Time Weekly Tuition: \$135.00

Three Days Tuition (M-W-F): \$90.00

Two Days Tuition (T-Th): \$80.00

If you have two children enrolled full time you will receive 10% off of your total weekly tuition.

Tuition Payments

Parent/guardian is required to pay by Friday of the upcoming week. If tuition payment is not made by the Monday of the week being attended there will be a \$5.00 weekly fee added to the students account. If tuition is failed to be paid in weeks thereafter there will be a \$5.00 fee accrued for each week that the tuition payment is late. Tuition may also be paid in advance monthly, by semester, or by school year. *Please note that tuition is a weekly fee and cannot be paid by the day.*

Tuition fees are based on the number of days specified in the child's enrollment agreement.

(Example: 3 days, M-W-F, \$85 per week). Payment may be made by cash or check. There will be a \$25.00 fee for any returned check.

Hold Fee

A \$50 per week hold fee will be charged for any student taking an extended time off (summer between school terms) in order to hold that students spot for the next school year. Infants on the waiting list will also need to pay the same holding fee in order for us to hold a spot in our nursery.

Priority Enrollment

Full-time students will receive priority enrollment. Please be aware that if your child is enrolled part-time and another child needs to enroll on a full-time basis, you may be asked to either enroll full-time or vacate your spot.

Absentees

There are no deductions made for missed days. The weekly rate remains the same.

Request for Schedule Change or Withdrawal from School

A two-week notice is required to change the number of days agreed upon or to withdraw from the school. In the event that notice is not given, your weekly tuition will be charged and payment expected.

Vacation Time

Curtis Kindergarten and Preschool will be closed the week of Christmas so that our employees may spend the Christmas holidays with their families. There will be no tuition charged for that week. You may choose a vacation week in the spring semester or summer session if you are enrolled full-time year round. This vacation week option is not available to summer session or school year only students. A vacation week must be taken in five consecutive days. The director should be notified in advance of the week.

Holidays

When the school is closed for National Holidays (Labor Day, Thanksgiving, New Year's Day, Memorial Day, Independence Day, etc.), the weekly tuition rate remains the same.

Inclement Weather (Snow/Ice Days)

If the school is closed due to inclement weather we will follow the same schedule of Searcy Public Schools. Searcy Public Schools will be posted on the following channels: KWCK 99.9, KARK channel 4, or KATV channel 7. In this instance we will also try our best to put Curtis Kindergarten and Preschool on these websites to help you. The tuition will stay the same as if we were still open for any inclement weather days.

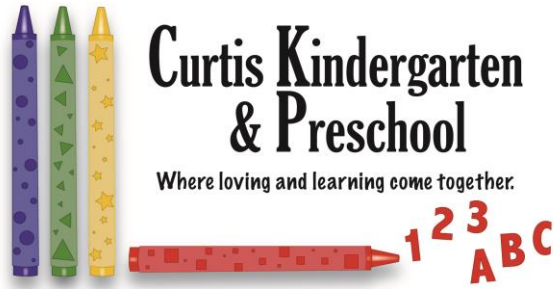
I have read the Curtis Kindergarten and Preschool Tuition Policies and agree to abide by these policies.

Parent/Guardian Signature

Date

Director's Signature

Date



Discipline Policy

Our staff will strive to create an atmosphere of love and trust through warm and responsive care. We will use a variety of positive guidance methods such as reinforcing good behavior with sincere praise often. We will model good behavior as we treat the children with kindness, patience and respect.

Methods of discipline will not be humiliating, frightening or physically harmful to the children. Discipline will be consistent and individualized for each child. It shall be appropriate for the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. It will not be associated with food or rest. Children will not be labeled "bad" or "mean" but encouraged to be kind, sharing, and helpful.

When a problem arises, the staff will talk through the problem. They will explain to the child why he/she will not be allowed to act in a manner that would harm him/her, other people, or destroy property. The teacher will firmly but calmly stop the action.

When a child continually disturbs the group, will not pay attention, or bothers his/her neighbor, he/she will be removed to a chair where he/she can be observed by the teacher but not allowed to participate in the activities until he/she can return to the group with good behavior. On the playground, there is a designated area where the child will take "time out" until he can regain self-control, play safely, obey playground rules, and deal kindly with his/her friends. A "time out" will be as many minutes as the child is old.

Good supervision and a concern for the well-being of the children are usually sufficient to maintain order in an early learning center. This is not to say that some children will not have adjustment problems. Usually time, patience, and help from parents and teachers can correct this. There may be a rare instance when a child will not adjust to or obey the center's guidelines and policies. In such a case, the director will request that the parents place their child in another arrangement.

Original document by Mrs. Evelyn Curtis Revised and Reprinted March 2009

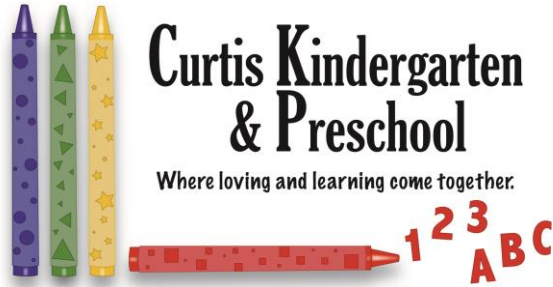
Curtis Kindergarten and Preschool Discipline Policy is in accordance with the *Behavior Guidance* practices stated in the Arkansas Department of Health and Human Services *Minimum Licensing Requirements for Child Care Centers*. (arkansas.gov/dhhs)

Parent/Guardian Signature

Date

Director

Date



Open Door Policy and Investigative Procedures

Curtis Kindergarten has an open door policy. Parents are invited and welcome to visit the facility at anytime without notice when their child is present. They may come during class time, outside play, rest time or whenever they choose. They are encouraged to talk with us about any questions or concerns they may have.

If they need to visit the school when their child is not present they must first call and set up an appointment with the Director or Assistant Director. The Director or Assistant Director will then escort the parent wherever they need to go. This information is given to them when they enroll their child and at various times during the year in newsletters that are sent home.

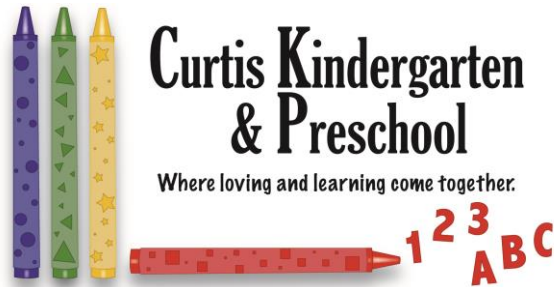
We have many parents visit the school throughout the day and they are always welcome when their child is present. They are also welcome when there child is not present provided they have set up an appointment with the Director or Assistant Director.

As childcare providers, we are ethically and morally obligated to report signs of abuse, in which case children are subject to be interviewed by: Child Care Licensing, Division of Child and Family Services Special Investigation, and Law Enforcement for investigative purposes and/or for determining compliance with licensing requirements. These meetings will be kept private and will not be harmful or intimidating to the children involved with such investigations. Because we are a childcare facility, any necessary reports are required by state law.

Child's Name

Parent/Guardian Signature

Date



Picture Release Form

At Curtis Kindergarten and Preschool, we strive to meet parent's wishes when providing care to their children. On occasion, we will have a class do a project and the newspaper or news may want to interview the school or class and take their picture. On a regular basis, we also like to post pictures on our school website of classes going about their daily activities. We ask that you mark the appropriate place below so we can follow your wishes in this manner.

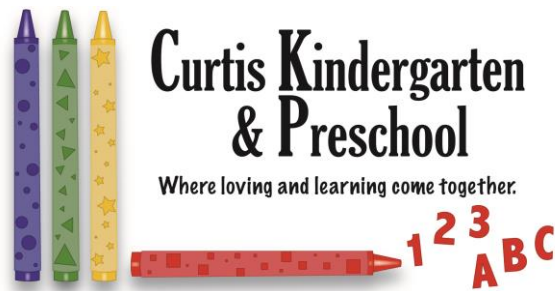
_____ **I do give my permission for my child's picture to be published in the newspaper, on the news, or on the Curtis Kindergarten and Preschool website.**

_____ **I do not give my permission for my child's picture to be published in the newspaper or on the Curtis Kindergarten and Preschool website.**

Child's Name

Parent/Guardian Signature

Date



Curtis Kindergarten and Preschool Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). *Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services within 7 calendar days.*
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.

If biting continues:

- Classroom staff to meet with the director on a routine basis for advise, support and strategy planning.
- Chart every occurrence, and indicate location, time, participants, behaviors, staff present, and circumstances.
- Let all parents know that there is a problem and the procedures that will be followed to deal with it.
- Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Adapt the program to better fit the individual child's needs.
- Be mindful of children who have a tendency to be bitten: Head off biting situations.
- Teach responses to potential biting situations: "No" or "Don't hurt me!"
- Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a written plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
- If an occurrence happens more than 3 times in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If it is deemed in the best interest of the child, the center, and the other children, the child may be terminated from Center enrollment for the duration of the biting stage. Written warning will be given to the parents before this action will be taken.

Child's Name

Parent/Guardian Signature

Date

Field Trip Permission Slip

Curtis Kindergarten and Preschool

Every day
(weather permitting)

Around the Neighborhood in the Bye Bye Buggy

Field Trip Date

Field Trip Name and Location

Random

Random

Walking

Departure Time

Est. Time of Return

Mode of Transportation

Child's Name:

Emergency Contact Information

Phone number where parent may be reached: _____

Name/phone number of person to call if parent(s) cannot be reached: _____

Consent for Emergency Care

I, _____ Parent/Guardian of _____

Do hereby request and give consent to the Director/Caregiver of Curtis Kindergarten and Preschool, or his duly appointed representative, for said child to receive medical or surgical aid as may be deemed necessary expedient by a duly licensed or recognized physician or surgeon in case of an emergency when the parent(s) cannot be reached. Consent is also given for the Director/Caregiver or his duly appointed representative to transport said child for emergency medical treatment if parent(s) cannot be reached. I additionally give my consent for my child to attend the above named field trip.

Parent/Guardian Signature

Date

Items to bring for your child

Nursery:

- Diapers
- Wipes
- Diaper rash cream
- Formula
- Baby food
- Extra clothes
- Pack-n-play
- Bottles
- Pacifiers
- Clorox wipes on request
- Tissues on request

(You may pack a daily diaper bag with pre-made bottles and daily needs, or you may choose to bring these items in bulk and have our staff make up the bottles. You will be notified when your supplies are running low.)

ELC:

- Diapers
- Wipes
- Diaper rash cream
- Extra clothes (and underwear if potty training)
- Sippy cup
- Pacifier (back class only)
- Small pillow and/or blanket for nap
- Clorox wipes on request
- Tissues on request

(When you are ready for us to begin working with you on potty training, we prefer that the children come to school in underwear and bring several changes of clothes. Please talk with your child's teacher when you are ready to begin.)