



Child's Name: _____ Date of Admission: _____
 Date of Birth: _____ Eye Color: _____ Skin Color: _____
 Primary Language: _____ Hair Color: _____ Sex: _____
 Identifying Marks: _____

Parent/Guardian Information: (Please inform us when any of this information changes)

Parent Name: _____ Parent Name: _____
 Relationship to Child: _____ Relationship to Child: _____
 Home Address: _____ Home Address: _____
 City & State: _____ City & State: _____
 Cell phone #: _____ Cell phone #: _____
 Work Name: _____ Work Name: _____
 Work Address: _____ Work Address: _____
 Work Telephone: _____ Work Telephone: _____
 Hours at Work: _____ Hours at Work: _____

Additional Information:

Allergies or Special Dietary restrictions _____
If yes, does your child have an Individual Health Care Plan? Please attach copy.
 Copies of any custody agreements, court orders, and restraining orders pertaining to the child?
 If yes, please attach: _____
 Special Limitations or Concerns: _____

Contact Information:

Please indicate who is to be contacted first in case of an emergency.

1. Name: _____ Phone Number: _____
 2. Name: _____ Phone Number: _____

Please list an email address where you will receive frequent updates and information from administration and the teachers.

1. Name: _____ Email Address: _____
 2. Name: _____ Email Address: _____

 Parent/Guardian Signature

 Date (VALID FOR ONE YEAR)

First Aid and Emergency Medical Care Consent

I authorize staff at Northwest Child Development Center who are trained in the basics of First Aid /CPR to give my child first aid/CPR when appropriate.

Child's Name: _____ Date of Birth: _____

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 the program to transport my child to the nearest emergency medical care facility and to secure necessary medical treatment for my child. (Umass Memorial Health Alliance Hospital – Leominster Campus)

Parent/Guardian Signature

Date (VALID FOR ONEYEAR)

Medical Information

Child's Health Care Practitioner: _____

Address: _____

Phone Number: _____

Health Insurance Coverage: _____

Policy #: _____

Additional Emergency Contacts (In order to be contacted after parents/guardians)

Name _____

Address _____

Relationship to child _____

Home Phone _____ Cell Phone _____

Do you give permission for child to be released to this person? Yes _____ No _____

Name _____

Address _____

Relationship to child _____

Home Phone _____ Cell Phone _____

Do you give permission for child to be released to this person? Yes _____ No _____

Name _____

Address _____

Relationship to child _____

Home Phone _____ Cell Phone _____

Do you give permission for child to be released to this person? Yes _____ No _____

Parent/Guardian Signature

Date (VALID FOR ONEYEAR)

Child Release Form (I give permission for my child to be released to the following people)

Name _____
Address _____
Relationship to child _____
Home Phone _____ Cell Phone _____

Name _____
Address _____
Relationship to child _____
Home Phone _____ Cell Phone _____

Name _____
Address _____
Relationship to child _____
Home Phone _____ Cell Phone _____

Parent/Guardian Signature

Date (VALID FOR ONE YEAR)

Transportation Plan and Authorization

Child's Name _____

How my child will arrive to the program:

How my child will depart from the program:

___ PARENT DROP OFF

___ PARENT PICK UP

___ SUPERVISED WALK

___ SUPERVISED WALK

___ PUBLIC/PRIVATE/VAN

___ PUBLIC/PRIVATE/VAN

___ PRIVATE TRANS. ARRANGED BY PARENT

___ PRIVATE TRANS. ARRANGED BY PARENT

Parent/Guardian or other "Drop Off" person must bring child to the teacher in the classroom for safety and sign in purposes. Any other transportation requests must be stated in writing and maintained in the child's file or the above plan must be implemented. (Note: To add or remove someone from this list we require a written notice.)

Parent/ Guardian Signature

Date (VAILD FOR ONE YEAR)

Permission to Take Child off Premises

I give Northwest Child Development Center permission to take my child, _____

on excursions from the Center which may include, but may not be limited to the following types of activities: (Advance notice will be given)

Nature walks, neighborhood walks, special community events, playground visits.

I understand that other Field Trips/ Excursions may be planned from time to time, and that I will be notified in writing and I will be able to approve or disapprove of my child attending those trips.

Parent / Guardian Signature

Date (VALID FOR ONE YEAR)

Pesticide Applications

I would like to be notified of any outdoor pesticide applications by, (circle one) e-mail notification or notification sent home with my child. Parent Initial _____

(Note: Be sure that we have a current e-mail address): _____

Permission to Photograph

I understand that Northwest Child Development Center may wish to photograph or video various activities involving my child while at the Center or on Field Trips. I further understand that these photos/videos may be used to publicize the activities of the program, including newspaper stories, agency brochures, videos, advertising, flyers, and our website and on Facebook. They are also used within the programs to foster self-esteem and confidence in the children and they love to see their pictures/videos, as well as enable parents to see what their child is doing. The agency does not sell or make monetary gain from photos/videos in our possession, nor allow any commercial use of them.

I DO give my parental permission _____

I DO NOT give my parental permission _____

Comments/Restrictions: _____

Parent / Guardian Signature

Date (VALID FOR ONE YEAR)

Tuition Fee Agreement & Payment Requirements

This fee agreement is for the tuition of the days and hours scheduled for your child. The weekly fee is always the same even if the child is absent from the center.

Tuition Fees due before enrollment

- Registration Fee \$75.00
- Deposit (The deposit is equal to one week's tuition)
- First week of tuition

Tuition

All tuition payments will be set up as a recurring payment using QuickBooks. An automatic funds transfer will be withdrawn on a weekly or bi weekly schedule using either a credit/debit card or directly from a bank account. Tuition will be withdrawn on Fridays per your specified schedule.

Child care services may be suspended if tuition is not paid up to date, or failure to meet the terms and conditions contained in this agreement. Child care will be suspended until the past due balance is paid in full. We will not secure placement if payment is not received within two weeks of suspension.

A written two week notice is required to terminate services in order for your deposit to be applied to the last week of attendance. If a written two week notice is not provided, your deposit will not be applied to your account.

Schedule: (Please indicate below the day's & hours your child will attend)

Monday through Friday: _____ Monday, Wednesday, & Friday: _____ Tuesday & Thursday: _____

Hours: _____

I understand that we must not drop our child off before the time indicated above and that I must pick-up my child no later than the time agreed to. Our regular hours are 6:30am – 5:30pm. If you require care until 6:00pm, please see our extended time rate. I know that the total tuition indicated above **must be paid in full** even if my child is **absent**, or the **Center is closed** due to a holiday, professional development day or due to weather/emergency

The terms and conditions of this "Tuition Fee Agreement & Payment Requirements" are understood and agreed to by:

Parent/Guardian: _____ Date: _____

Administrator: _____ Date: _____

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Highlights from our Parent handbook

(Our parent handbook is located on our website)

Please become familiar with the information contained in the Handbook, and refer to it as needed. The policies and procedures contained in the Handbook are part of the Agreement for the care of your child.

Vacation Allowance: A “vacation allowance” of one week per year is allowed after twelve months of continuous child care. A family will not be charged for the week of vacation. The vacation allowance will be forfeited when an account is not paid up to date. A two-week written notice is requested prior to taking this vacation allowance to ensure proper Credit to your account.

Center Closings: Our center is closed on the major holidays (see Handbook) and one Professional Development Day (The Friday before Labor Day)

Every effort will be made to remain open in the event of snow or severe emergency weather conditions. (Note: we do not necessarily close when the Leominster School District is closed). Weather related announcements and/or closings will be sent through email and also posted on our Face book Page.

Child Absence: Parents/guardians must notify the Center by 9:00am whenever a child is going to be absent.

Illness: Sick children should be properly cared for at home, or another appropriate place. We must consider the health of all children and staff; therefore we ask if your child is not well enough to participate in our daily activities, they stay home. We reserve the right to send a sick child home if we determine this to be in the best interests of the child, center, staff and other children.

Parent/Center Cooperation: Parents are encouraged to submit suggestions or ideas for improvements in the Center’s programs or policies. Parent visits are encouraged.

Parents are asked to discuss any problems or issues the child may be having either at the Center or at home which might affect his/her behavior (i.e. moving, new meds, rough night, parent absence from home, etc.). A conference will be scheduled at your request. We offer a confidential “referral system” to provide additional assistance.

Parent/Child Information: The Center Director must be notified of any changes of address, home/cell/work phone numbers, or daily schedules (of the parent). We must have current information from you in case of an emergency.

NCDC Reserves the right to suspend and/or terminate child care services due to inappropriate behavior of children, or parents/guardians or due to a family not complying with any agency policies as outlined in our Parent Handbook.

Children's Personal Needs:

The following personal items must be provided for each child (Please label everything!).

1. A complete change of clothing (socks, underwear, shirt, pants, etc.) appropriate for the season of the year and replaced when needed.
2. Seasonal clothing such as:
 - a. Waterproof boots or for outdoor play (we do like to play in the snow);
 - b. Shoes or slipper for inside wear;
 - c. Ski pants or snowsuit and a warm overcoat in the winter;
 - d. Mittens or gloves pinned or clipped to a jacket or snowsuit;
 - e. Warm hat or hooded overcoat;
 - f. Sweater or light jacket during fall and spring months;
 - g. Swim wear and a towel in the summer to participate in water related activities.
3. All personal items must be labeled with a permanent laundry marker to help ensure that they do not get "lost".
4. Store all personal items in the assigned place; do not send anything in a plastic bag as they are potential safety hazards.
5. We go outside everyday (weather permitting), even in the winter. We cannot keep a child indoors if requested. A child who cannot "participate in the center's routines in a reasonable manner" should not be in attendance.
6. A small tooth brush. We do have the children brush their teeth daily. Do not send a battery operated or large tooth brush. (Note: parents can "opt out" if they do not wish their child to brush teeth).
7. Resting items such as a blanket, and a small comfort item (small pillow or "stuffy")
8. Daily lunch (see our web site for ideas)

Additional requirements for Infants/toddlers:

Infants (Label everything possible)

- Premixed bottles (daily) , food for your child (daily or weekly) based on your baby's needs
- Diapers and diaper cream ointment (labeled) – We suggest a box/bag
- Change of clothes, bibs, sleep sacks or blanket (labeled) No pillows

Toddlers (Label everything possible)

- Daily lunch and a sippy cup (labeled)
- Diapers and diaper cream ointment (labeled)
- Change of clothes (labeled), appropriate for the season of the year and replaced when needed; please also bring extra socks and shoes
- Resting items such as: a blanket, crib sheet and a small comfort item, No pillows.
- Small non electronic Toothbrush (labeled)
- Seasonal Items such as: (labeled)
Sunscreen, bathing suit, water shoes, towel for summer months
Sweater or light jacket for fall and spring months.
Snow pants, warm jacket, hat, waterproof gloves and boots for the winter months

Enrollment Information

Programs:

Ducklings: 8 Weeks – 15 Months

Ducks: 15 months – 2 years 9 months

Guppies: 2 years 9 months- 3 years 6 months

Munchkins: 3 years 6 months – 4 years 6 months

Stars: 4 years 6 months – 6 years

Schedules:

Ducklings & Ducks: Full time only (Monday – Friday)

Guppies, Munchkins, & Stars (Preschool)

Monday – Friday

Monday, Wednesday, Friday

Tuesday, Thursday

Tuition Fees: (Weekly)

<u>Ducklings & Ducks</u>	<u>FT Preschool</u>	<u>2 Day Preschool</u>	<u>3 Day Preschool</u>
9 Hours - \$315	9 Hours - \$225	9 Hours - \$112.50	9 Hours - \$168.75
10 Hours - \$365	10 Hours - \$255	10 Hours - \$142.50	10 Hours - \$198.75
11 Hours - \$415	11 Hours - \$285	11 Hours - \$172.50	11 Hours - \$228.75