

Registration Fee \$ _____ Paid _____
Supply Fee \$ _____ Paid _____
Date Paid _____

Key to Life Christian Childcare Child Placement Contract

Child's Name _____

How did you hear about Key to Life?

Radio _____

TV _____

Web search _____

Referral _____ (Referred by _____)

Other _____ (Specify _____)

_____ Childcare Program Regular Schedule

M _____ to _____
T _____ to _____
W _____ to _____
Th _____ to _____
F _____ to _____

_____ Before and After School Program

Before School

M _____ to bus departure
T _____ to bus departure
W _____ to bus departure
Th _____ to bus departure
F _____ to bus departure

After School

M bus arrival to _____
T bus arrival to _____
W bus arrival to _____
Th bus arrival to _____
F bus arrival to _____

Meals that are provided by Key to Life:

Breakfast:

8:30 or 9

Lunch:

11:30 or 12

PM Snack:

2:30 to 3

Late Snack:

Optional 5:30

** there are two times for each meal because older children eat later than younger children

PLEASE INITIAL THE SPACE BESIDE EACH STATEMENT. EVERYONE COMPLETE SECTIONS A AND C. PARENTS OF INFANTS AND TODDLERS ALSO COMPLETE SECTION B. PLEASE ALSO SIGN AND DATE THE FINAL PAGE. THANK YOU!

Section A

_____ I understand that fees are due every Friday for the up coming week of care.

_____ I understand there is no refund for days absent.

_____ I understand that I must give two weeks advance notice of any schedule change.

_____ I have read the fee policy in the Key to Life Christian Childcare Handbook and agree to pay all fees and charges as stated in these documents.

_____ I have read the online Parent Handbook (located at www.keytolifeweston.org) and agree to follow all policies and procedures as stated.

_____ I give my permission for my child to take walking trips with Key to Life Childcare staff.

_____ I understand that all staff and volunteers, including parents, must sign a screening statement prior to having contact with children.

_____ I understand that a program of daily activities and relationships will be provided that offer opportunities for the developmental growth of each child in all the following areas: spiritual development; physical development, including large and small muscle; social development, including communication skills; emotional development, including positive self-concept; and intellectual development.

_____ I understand that parents are welcome to visit for the purpose of observing their child/children at all times

_____ I understand that opportunities for outdoor play will be provided daily, unless prevented by inclement weather conditions. Examples of inclement weather that would prevent the children from having outdoor play include but are not limited to: actual or wind-chill temperatures below 20 degrees, severe weather warnings, extreme heat index readings, continuous rain.

_____ I understand that all children under school age will be provided an opportunity to rest each day that they attend over five hours.

_____ I understand that children under three years of age will be provided with an opportunity to rest each day, regardless of how long they attend.

Section B

- _____ I understand that children under twelve months of age will be permitted to eat and sleep on demand.
- _____ I understand that diapers must be disposable. If a child's health condition necessitates that disposable diapers cannot be used, then an alternate arrangement may be made according to the parents' or a licensed physician's instructions.
- _____ I understand that diapering will be done in a designated diapering area.
- _____ I understand that caregivers will thoroughly wash their hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
- _____ I understand that a washcloth, or towel, or both, used in diapering will not be used subsequently on another part of the body or for any other purpose until laundered.
- _____ I understand that toilet training will be cooperatively planned between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, will include washing hands after toilet use.
- _____ I understand that diapers will be changed by caregivers when soiled or wet, and checked at least once an hour.
- _____ I understand that the formula prepared at the child's home must be placed in an assembled bottle unit being brought to the center with child's name and date.
- _____ I understand formula left in a bottle at the end of a feeding or within one hour of initial contact, whichever occurs first, will be discarded.
- _____ I understand that children under 2 $\frac{1}{2}$ years old who have discontinued formula will be served whole homogenized vitamin D-fortified cow's milk, unless otherwise directed by the parent or a licensed physician.
- _____ I understand that milk will be poured into clean cups or bottles having sanitized nipples and that excess milk left in a bottle or cup will be discarded.
- _____ I understand that each bottle and nipple supplied by a parent will be used for a single feeding only and then returned to the parent to wash at home.
- _____ I understand that this rule does not preclude a mother from visiting the center in order to breast feed her child or from sending to the center expressed milk for the child.

_____ I understand that a child too young to sit in a highchair or at a feeding table will be held in a semi-sitting position while being fed.

_____ I understand that a child who is unable to hold his or her bottle will be held when the bottle is given.

_____ I understand that solid foods will be introduced to the individual child according to the parent's or a licensed physician's instructions, after they have first been tried at home.

_____ I understand that commercial baby food containers that are opened shall be covered, dated, and labeled as to the contents and refrigerated, and will be used or discarded within a 36-hour period.

_____ I understand that a child will not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting or to more than one child.

_____ I understand that formula, milk, and perishable foods needing refrigeration will be refrigerated. Formula will not be stored longer than 24 hours after opening.

Section C

Specify below any further arrangements regarding this child's care that have been mutually agreed upon by the parents and the center:

Signature of Parent or Guardian

Date

Signature of Center Representative

Date