

APPLICATION FOR ADMISSION

KIDDIE KAMPUS
LEARNING CENTER
2017-2018

WORD OF FAITH CHRISTIAN CENTER
4150 MARKET STREET
ASTON, PA 19014
610-364-2160 & 610-364-2164FAX

ALL ABOUT ME

Child's Full Name _____
Child's Birthdate _____ Exact Age _____ Sex _____
Child's Physician _____ Phone _____
Physician's Address _____
Allergies _____ Special Dietary Information _____

Disabilities (if any) _____
Health Insurance Provider _____
Health Insurance Group # / Policy # _____

Mother's Name _____ **Father's Name** _____

Mother's Address _____
City/State/Zip _____

Mother's Home Phone # _____ **Cell #** _____

Mother's Employer _____ Work# _____

E-mailAddress _____

Father's Address _____ EmailAddress _____

City/State/Zip _____

Father's Home Phone# _____ **Cell #** _____

Father's Employer _____ Work# _____

Persons to Whom the Child May Be Released:

_____ relationship _____
_____ relationship _____

In the event of accident or injury, when the parents cannot be reached, please contact:

Emergency Contact #1 _____ Relationship to Child _____

Home Phone # _____ Work Phone # _____

Emergency Contact #2 _____ Relationship to Child _____

Home Phone # _____ Work Phone # _____

Application is being made for child day care with the Kiddie Kampus Learning Center, to begin on (date) _____. Signatures are required below indicating parental consent.

Kiddie Kampus is authorized to seek medical attention in the event of accident or emergency.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to take my child on walks/trips or engage in water (sprinkler) activities on its property.

Mother _____ Father _____ Date _____

Kiddie Kampus may administer medication as supplied by the parent, in its original container, with Physician's instructions attached.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to administer minor First-aid procedures on my child.

Mother _____ Father _____ Date _____

Kiddie Kampus is authorized to evaluate my child on the basis of illness/health, as it relates to daily attendance.

Mother _____ Father _____ Date _____

Parent/Guardian signature indicates semi-annual review _____ Date _____

KIDDIE KAMPUS LEARNING CENTER
TUITION CONTRACT/

Child's Name _____ Starting Date _____

I am/We are contracting with the Kiddie Kampus Learning Center for child care services, regardless of attendance or illness, at a monthly full-time rate of EIGHT HUNDRED DOLLARS (\$800.00) for 1-2 year olds; SEVEN HUNDRED AND SEVENTY FIVE DOLLARS (\$775.00) for 3-5 year olds or a weekly part-time rate of ONE HUNDRED AND THIRTY SEVEN DOLLARS AND FIFTY CENTS (\$137.50) I/We will pay the monthly tuition on or before the 25th of each prior month or the weekly payment each Monday. A late fee of \$35.00 per enrolled child will be charged if the payment is not made on time. If I/we fail to make payment by the first of the month, I/we understand that my/our child will not be allowed to return to class. Re-enrollment is based on space availability and will require that a \$75.00 re-registration fee and full payment be made prior to returning to class. I/we acknowledge that closing for holidays, snow days, vacations, illnesses, and withdrawal from the center or other emergency situations does not exempt me from payments being made in full and on time. A fee of \$20.00 will be charged for any checks returned (non-sufficient funds, stop payment, etc.).

Accounts with outstanding balances will result in collections. Any attorney and/or collection fees will be added to your account.

I/We will pay a yearly non-refundable registration fee of SEVENTY- FIVE DOLLARS (\$75.00).

Along with the registration fee I will pay the book fee appropriate to my/our child's placement.
Please circle the class your child will be attending. Busy Bees - \$45.00 Caterpillars - \$60.00
Bookworms - \$70.00

I/we I agree to update a new application every six months, per state law, with Kiddie Kampus and understand that I/we cannot use the facilities without a signed agreement on file.

The Tuition Contract may be cancelled by me/us with a notice in writing to Kiddie Kampus. Kiddie Kampus may withdraw or change the contract at any time.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Guardian Signature _____ Date _____

KIDDIE KAMPUS LEARNING CENTER

STATEMENT OF POLICY

1. The hours of operation of the Kiddie Kampus Learning Center are 6:30 a.m. until 6:00 p.m., Monday thru Friday. The parent or guardian is solely responsible for transportation to and from the facility, and agrees to pick children up no later than 6:00 p.m. each day. In the event that a child is picked up late, a fee of \$1.00 per minute per child is to be paid directly to the staff person waiting with the child (ren).
2. Parents or Guardians are responsible for the monthly or weekly tuition payments. Monthly payments are due on or before the 25th of the prior month. Weekly payments are due each Monday. A late fee of \$35.00 will be charged if the payment is not made on time. If payment is not received, the child will not be allowed to attend class on the first of the month. All outstanding balances and fees must be paid in full before re-enrollment.
3. Daily attendance is monitored by a time card system, administered by staff. Parents are responsible to immediately notify the office of any changes in phone numbers, address, etc.
4. Children are to arrive each day no later than 9:30 am to avoid a disruption in classroom activities. In the event of a doctor's appointment or other unavoidable detention, prior arrangements must be made with the program director for a late arrival. No children will be admitted after 12 noon.
5. Kiddie Kampus Learning Center will be closed 12 days throughout the school year, and when the impossibility to open safely or adequately exists. Kiddie Kampus retains the right to designate additional closure days.
6. A completed Child Health Report signed by the child's physician must be returned within 30 days of enrollment and annually thereafter. Failure to return proof of health assessment/immunization by the date due will result in suspension of attendance until this requirement is met.
7. Children will initially be assigned to a group according to their age. Subsequent group assignments will be made based on the child's abilities. Age-appropriate field trips are considered part of the learning experience. Parents are responsible for making alternative childcare arrangements if child does not attend scheduled field trips.
8. Every item belonging to a child must be permanently marked with the child's name. Kiddie Kampus will not be held responsible for lost or damaged items. Personal toys, video games or other items from home are not permitted unless specifically requested by the classroom teacher. Personal items brought to school without teacher approval will be removed from the child's possession by the program director and returned to the parent at the end of the day.
9. Children must wear sneakers or closed shoes daily. A change of clothes is required for every child. A blanket or sleeping bag is required for naptime. All sleeping items must be taken home every Friday to be washed. All children in diapers must be provided with all diapering items, by the parent, adequate for each day, and any emergencies that may arise. The use of bottles and/or pacifiers cannot be accommodated by the Learning Center.
10. Kiddie Kampus Learning Center may photograph and record children's likenesses and activities (images) during school-related activities to be used in printed literature, videos and social media.

I have read the above policies regarding Kiddie Kampus Learning Center and do agree to abide by all that is contained therein.

Mother/Guardian Signature _____ Date _____

Father/Guardian Signature _____ Date _____

For Office Use Only

Registration Fee and Book Fee \$ _____ Date _____ Tuition \$ _____ Enrollment Date _____

Director/Representative/Kiddie Kampus _____ Date _____

KIDDIE KAMPUS LEARNING CENTER HEALTH GUIDELINES

Kiddie Kampus Learning Center will notify the parents immediately should a child develop a fever or any other signs of illness or unusual behavior; the parent(s) will pick up the child immediately. A child will not be allowed to attend Kiddie Kampus Learning Center if any of the following signs/conditions appear:

- Sign of infection(Respiratory/Sinus)
- Diarrhea
- Fever
- Conjunctivitis (pink eye)
- Chicken Pox
- Lice (child may not return until treatment has been given and no signs of lice or nits appear on hair)
- Vomiting
- Ringworm

At the discretion of Kiddie Kampus Learning Center, a child may be sent home for any sickness and may be required to have a Physician's written release to return to school if necessary.

If your child was picked up from Kiddie Kampus with any of the previously listed symptoms **they must be free of these symptoms for 24 hours before returning to school.** For example, if Susan goes home on a Tuesday afternoon due to a fever and the fever breaks on Tuesday night, she would need to be fever free all day and night on Wednesday before returning on Thursday. Pink eye, strep throat, lice and ringworm or other questionable rashes, discharges or skin irritations will **require a doctor's note clearly stating that it is safe for a student to return to class.**

To have **prescription medication** administered to a child, parents must fill out and sign the **Medication Log** which is located at the front desk. Kiddie Kampus **will not dispense over-the-counter medicines without a signed order from a licensed physician outlining the precise dosage for a specifically named child.**

DISCIPLINE POLICIES

Kiddie Kampus Learning Center has formulated the following policies for dealing with child discipline problems:

- Redirect the child's interest to another area of activity or facility.
- In the event the child does not respond, the child will be separated from the situation, for an age-appropriate period of time.
- The Director may call the child's parent to arrange a conference concerning behavior.
- As a last resort, in the event a situation cannot be mutually resolved, Kiddie Kampus will require that the child be withdrawn immediately.

The following serve as guidelines for classroom discipline:

- Praise, reward and encouragement, rather than punishment shall be emphasized.
- Responses to a child's behavior shall be appropriate to the child's development level.
- Corporal punishment inflicted in any way on a child's body, including shaking, biting, pinching, slapping or spanking shall be prohibited.
- Children will not be isolated without supervision.
- Children will not be deprived of food or toilet use as punishment.
- Children shall not be punished for not going to sleep, toileting accidents or failure to eat all or part of their food.

KIDDIE KAMPUS LEARNING CENTER
CIVIL RIGHTS COMPLIANCE

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

1) Kiddie Kampus
4150 Market Street
Aston, PA 19014

2) Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

3) U.S. Dept of Health & Human Services
Office for Civil Rights-Suite 372
Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

4) PA Human Relations Commission
Philadelphia Regional Office
110 N. 8th St. Ste 501
Philadelphia, PA 19107

5) Department of Human Services
Bureau of Equal Opportunity
Southeast Regional Office
801 Market Street, Ste 5034
Philadelphia, PA 19107