



Parent Handbook & Consent Forms

Table of Contents

Topic	Page
Enrollment & Tuition	1
Drop-off & Pick-up Policies	2
Absenteeism	2
Personal Days	2
Sick Policy	2-3
Head Lice	4
Health Examination	4
Significant Occurrences or Problems	4
Court Orders	4
Parent-Teacher Conferences/Communication	4
Open Door Policy	5
Child Abuse & Neglect	5
Confidentiality	5
Discipline Policy	5-6
Missing or Lost Child	6
Lock Down Policy	6
Supervision Policy	6-7
Caring for Children with Special Needs	7-8
Napping Procedures	8
Diaper Changing Procedures	8
Diaper Changing Areas	8
Diapers & Toilet Training	9
Bereavement Policy/Procedures	9
Extracurricular Activities/Field Trips	9
Transportation Permission	10
Meals	10
Toxic Materials	10
Universal Precautions	10
Medical, Dental, & Safety Emergency Plan and Provisions	10-11
Tobacco & Substance Free Policy	11
Sunscreen Policy	12
Emergency Medical Authorization	12
Schedule for Review of Policies	12
Terms, Conditions, and Agreement of Services	13
Authorization and Consent	14
Authorization & Waiver to Transport Child	15
Official Statement	16

Enrollment & Tuition

Children between the ages 1 year and twelve years are eligible for enrollment at Young Minds Development Center. Children may attend the center between 6:00 a.m. and 6:00 p.m., Monday through Friday. The childcare center shall not admit or maintain any child whose needs cannot be met or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents. There shall be no discrimination based on race, color, religion, sex, national origin, or handicap.

Documents to be completed and returned before enrollment are:

- *Child Enrollment Packet*
- *Parent Handbook*
- *Up-to-date Immunization Record & Physical*
- *Birth Certificate*

A **registration fee of \$40** is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

Tuition for full time care depends on the age of the child.

Program	1-2 years old	3-5 years old	School Age	School Age Breaks
Full Time (3 days or more)	\$253	\$199	\$193	\$206

Weekly fees are due on the Monday of that week. Payments received after closing Tuesday should also include a late charge. Monthly fees are due no later than the 1st of the month and should include a late charge if paid after 5pm. **PLEASE NOTE THAT THERE IS A SERVICE CHARGE OF \$30.00 ON CHECKS RETURNED TO YMDC FROM THE BANK FOR INSUFFICIENT FUNDS.** If an account becomes more than 2 weeks past due, YMDC will withdraw that child until such time that the account is brought up-to-date.

Other Fees	
Registration	\$40
Returned Checks	\$30
Late Pick-Up	\$1/min
Late Payment (not by Tuesday)	\$10
Late Payment (not by Thursday)	\$15

Drop-off and Pick-up Policies

The child care center is open from 6:00am to 6:00pm. Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure.

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Morning Star reserves the right to deny a person's request to pick-up a child. Your child's classroom teacher may be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment.

Children are expected to be picked up by closing time. A charge of \$1.00 per minute will be assessed per child to any family picking a child up after 6:00 p.m. (closing time). If any child is not picked up 30 minutes after closing time, Child Protective Services will be contacted to pick up your child. Please notify the center if you are going to be late in picking up your child. A charge will be assessed to ALL families picking up after closing time. If you cannot be reached, someone from your emergency contacts will be called.

Absenteeism

We ask that your child be at the center by 10:00am. When your child will not attend YMDC, please call the center before 9:00am. There will be no refund for holidays, sick days, or part of the week missed by children. When a child is out 2 weeks or more due to extended illness, upon receipt of a DOCTOR'S STATEMENT, we will not charge for the child's absenteeism, if the parents keep close contact with the center during this time.

Personal Days

Each child attending YMDC full time is allowed 5 personal days per registration year at no charge. If the child attends part time, then his/her personal days are allotted per his/her registration. To receive credit for personal days, please submit a written request days and turn in the form to the director at least two weeks in advance. Personal days CANNOT be used at any time after you have given your child's two-week termination notice.

Sick Policy

Children who are ill MAY NOT attend Young Minds Development Center to ensure that illness doesn't spread. Please keep children home if they have had ANY of the following symptoms within the past 24 hours: **Fever**,

Diarrhea, and/or Vomiting. Please call YMDC by 9:00am to let the director know that your child is sick and will not be attending the center that day.

If your child is believed to have an infectious disease, they will be isolated from the rest of the children and a parent/guardian from the authorized pick-up list will be contacted to pick up your child within the hour. If your child went home sick, please refer to the attached chart in order to become informed about the appropriate amount of time to keep them home, so as not to infect other children.

If your child is believed to have an infectious disease, they will be isolated from the rest of the children and a parent/guardian from the authorized pick-up list will be contacted to pick up your child within the hour.

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor)

Young Minds Development Center will do our very best and make every effort to stop the spread of communicable diseases and has procedures to follow in case of exposure to the center. YMDC requires a physical exam of your child within 30 days of enrollment to ensure their health and ability to participate in our programs.

Your child may return to the center after:

- Obtaining written verification from a doctor.
- Fever-free for 24 hours without the aid of Tylenol, or other fever reducing medications.
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
- In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director.

Head Lice

The school will observe recommendations of the Indiana Department of Public Health regarding head lice. Parents are required to notify the center if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian.

A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the director or assistant director and the child is determined to be free of the head lice and eggs (nits).

Health Examination

A health examination including immunizations is required for each child within 12 months prior to admission to the child care center or within one month after admission on the forms provided. Child care center services must be terminated if a health form is not returned within the 30-day time limit. Health examinations shall be repeated annually for children two years of age and younger.

***Important: It is your responsibility as parent or guardian, to maintain up-to-date immunizations and physicals for your child (ren). Updates must be reported to the center director in writing.**

Significant Occurrences or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Court Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. If a court order exists preventing an individual from having contact with a child, the center shall comply with the order. Certified custody orders must be given to the center director. There shall be a copy of the court in the child's file.

Parent-Teacher Conferences/Communication

Parent-teacher conferences will be scheduled twice per year or a parent may request a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome to observe our program. Conferences will take place in October and in March. Teachers are always available to be reached through Daily Connect. Parents are welcome to message the Director through Remind as well. For more information on Daily Connect and Remind, please speak to the director or teacher.

Open Door Policy

Here at YMDC we operate an 'Open Door' Policy to parents. The purpose of our Open Door Policy is to encourage open communication, feedback and discussion. We value the input parents make to the school. Parent-teacher conferences will be scheduled twice per year or a parent may request a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome to observe our program. Conferences will take place in October and in February. Teachers are always available to be reached through Daily Connect.

If you have any worries or concerns about your child's education, then we believe that it is far better that you come into school and discuss your concerns with the director. Following this process allows issues to be resolved and explained. Staff will listen to your concerns and work with you to resolve any issues that you might have. Staff and parents are expected to be reasonable and fair to all parties. It is in the best interests of all our children to work together. We are able to maintain our 'Open Door Policy' by requesting your cooperation with the following rules. All visitors to the school must report to the school office upon arrival. Class teachers will usually be available for an Open Door meeting at the end of the school day, during handover. In some cases, the teacher may not be available for genuine reasons and a different meeting time should be arranged. If you feel that the matter needs more than 10 minutes to discuss, then parents should phone the school office to make an appointment to see the member of staff at a mutually convenient time.

Child Abuse and Neglect

Our staff members are required by law to report any suspected child abuse or neglect to the appropriate authorities.

Confidentiality

Children's records are confidential, and they are stored in a safe place. Within YMDC, confidential and sensitive information will only be shared with employees of YMDC who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as YMDC strives to protect everyone's right of privacy.

All other information concerning the children and family are accessible only to parents, legal guardians, childcare staff and licensing representatives. Expressed written consent from parent or legal guardian is necessary for any information concerning the child to be made available to anyone. Furthermore, staff will not discuss issues with you concerning other children.

Discipline Policy

YMDC uses a positive disciplinary approach with children. Staff communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level and talking to them in a calm manner about what behavior is

expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately.

The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

- Initial Consultation: The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.
- Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem. Parents may be asked to consult outside professionals or bring in behavioral specialists to help identify the problems or provide new strategies, in order for YMDC to continue care. Our goal is to work as a team to better serve each child.
- Disenrolled: When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director.

Missing or Lost Child

In the event that a child should become lost or missing, YMDC Director and all available staff will conduct a full search of the building and surrounding perimeters. If necessary, we will then call the police. In this event, parents of that child will immediately be notified to come directly to the center or other specified location.

Lock Down Policy

Young Minds Development Center is on 24-hour lock down and only authorized personnel has access by approved administration and personnel.

Supervision Policy

To ensure that staff are aware that every child in attendance at YMDC must be supervised by a staff at all times.

- All children upon arrival or departure must be checked in or out on our Procure screens, indicating the time of arrival or departure. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival or from the supervising staff to the parent/guardian upon departure.
- All children who attend school, upon arrival or departure to school, must be marked in or out on Procure in addition to the recording of daily arrival and departure at the center.
- Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.
- Attendance clipboards are to be kept with each group of children at all times.

- When beginning a shift staff must confirm verbally with the supervising staff on duty, the number of children in attendance and check this against the attendance clipboard. This same procedure must be completed when leaving or returning from breaks, lunches, etc.
- Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour.
- Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Playroom to Playground).
- In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group).
- A daily record indicating arrivals, departures and absences helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records, in conjunction with constant supervision skills, is critical in ensuring the safety and well-being of the children in our care.

Caring for Children with Special Needs

Here at YMDC we provide public accommodation and therefore must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the numbers of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavior issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the child care experience for all staff, and children and families of enrolled children.

YMDC serves children with IEP's and 504 Plans. The School City of Mishawaka provides speech and language therapy for those children.

Procedure and Practices, including responsible person(s):

- Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- YMDC will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
- YMDC will ensure that when a child with a special need is identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.
- Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, child care program may consult with agencies/organizations as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the child care program provides the most supportive environment possible.

- All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
- The individual written plan of care for children with special care needs will be followed in all emergency situations.

Napping Procedures

Each child is assigned with his/her own personal resting mat and it is labeled with his/her name. There is ample walking space between mats. Children are placed head to feet, side by side, as well as lengthwise head to feet, to avoid transmission of germs while coughing. Mats do not block entrances or exits to the area. Mats are not placed next to or near doors, closets, or cabinets. Children are always within sight and sound of a qualified caregiver.

Diaper Changing Procedures

Parents must provide a sufficient supply of daily diapers and wipes. Only teachers check diapers and pull ups regularly and change soiled or wet diapers and clothing immediately. Universal precautions are practiced at all times. Every staff member is required to be trained on universal precautions. Teachers prepare the diapering area with diapers, disposable wipes, and disposable bags. A non-absorbent changing surface is covered with non-absorbent paper liners, large enough to cover the surface from the child's shoulders to beyond the child's feet. Staff wears disposable exam gloves when changing diapers and gloves are changed between each child. Minimal contact is made with the child's soiled clothes and diaper. While safety straps on changing tables are not used (to avoid contamination), staff always have one hand on the child during diaper change. Staff are trained in and follow proper procedures for cleaning a child's genital area. Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child. During diaper change, caregivers talk with and relate warmly to children. The child is carefully removed from the changing table. Child's hands are washed at a sink with soap and running water. Changing paper liner is disposed of, and the changing table is disinfected after each use. The teacher washes her hands after each diaper change with soap and water for 20 seconds and uses a paper towel to turn off the faucet. The Stand up Method for diapering is used in some classrooms. These procedures are posted in classrooms where this method is used. For urine soiled diapers, the child stands on a non-absorbent paper liner. For a bowel movement soiled diaper, the child will lie down on a diaper changing pad covered with a non-absorbent paper liner. In each case, the child is diapered within arm's length of a hand washing sink.

Diaper Changing Areas

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. Tables are sturdy and are adult height. The changing area is never located in food preparation areas and is never used for the temporary placement of food. Hand washing sinks with liquid soap dispensers are within arm's length of each changing table. A closable, foot-pedal operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull ups, wipes, and liners.

Diapers & Toilet Trainings

Parents supply all diapers. Wipes will be provided by the center unless the parent makes alternate arrangements. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry!

Parents are responsible for providing a sufficient supply of disposable diapers and wipes for children not yet toilet trained. When children are ready for toilet learning, teachers request that children graduate to training pants, or wear the easy open sides pull-up training pants. The new pull-ups have a moisture-sensitive strip that helps a child tell when they are wet. Of course, several changes of clothing as well as shoes, are needed. Supplies should be checked periodically by the parent and replenished as needed. All children attending preschool MUST be toilet trained by age 3 and should be toilet trained by the beginning of the school year.

Bereavement Policy/Procedures

Contact with the deceased's family should be established by the Head teacher and their wishes respected in communicating with others. Factual information is essential to avoid rumor and confusion, whilst being sensitive to cultural and religious considerations. Staff should be informed before pupils and be prepared (through prior training) to share information in age-appropriate ways, as agreed for each individual circumstance. Pupils who are affected should be informed, preferably in small groups, by someone known to them. A letter to all school families affected should be composed at the earliest opportunity and a decision made as to whom, and how, it should be distributed. The school should be aware that the school timetable may need a degree of flexibility to accommodate the needs and wellbeing of children affected by the situation. However, minimal disruption to the timetable also offers a sense of security and familiarity. Staff affected by the death will be offered ongoing support as appropriate. In consultation with the bereaved family, arrangements for funeral attendance may be clarified, with the consideration of full or partial school closure in some circumstances. Where necessary a press statement should be prepared by the Head Teacher. School should be aware that the impact of bereavement follows a child throughout their school life so information should be recorded and shared with relevant people, particularly at transition points.

Extracurricular Activities/Field Trips

Field trips are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. You will be notified of all field trips. We will occasionally take classroom field trips. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned-- including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

Transportation Permission

In the event of a field trip, or other such activity, I give my permission for my child to be transported by the child care center in a motor vehicle. I understand I give my permission for my child to be transported to and from the location. I understand that Young Minds Development center will comply with all Indiana state laws for car seat and booster seats.

Meals

Breakfast will be offered to children who are at the child care center after 8:00am. Breakfast ends at 8:45am. Healthy, nutritious meals are provided daily and are included in the cost of tuition. Meals include: breakfast, lunch, and two snacks; morning and afternoon. The center will provide milk for lunch and two snacks with water for each day. YMDC will provide whole vitamin D milk for children between the ages of 12 and 24 months. 1% milk will be provided for children from 25 months to 12 years of age. If there are dietary needs, or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. Parents will need to supply any special foods required. A form must be filled out and returned to the director or assistant director if a child has an allergy or medical need.

Toxic Materials

All items that say OUT OF REACH OF CHILDREN are securely placed in a space out of reach or locked on a cabinet where children are not able to reach them.

Universal Precautions

YMDC's staff adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of children. Persons shall wash their hands immediately with soap and warm running water if exposed. Single use disposable gloves will be worn if there is contact with blood-containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves will be discarded in plastic bags. For spills of vomit, urine, feces, blood or other body fluids, the center staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables

Medical, Dental, & Safety Emergency Plan and Provisions

A First Aid Kit will be located in the preschool building. Emergency Phone Numbers shall be posted by the telephone in the classroom. At least one preschool staff member will have completed an approved course in: First Aid; Prevention, Recognition, and Management of Communicable Disease; Child Abuse Recognition and Prevention. Children's records including but not limited to medical information, immunization record, emergency authorization forms, and authorized release forms will be located in the center's office. Medical

and dental emergency procedures will be posted in the preschool room near the door so as to be available to school personnel, children and parents.

In case of an emergency, teachers remain with their class of children. If there is a medical emergency, it will be handled by the staff person trained in first aid. Parents will be contacted immediately.

In the case of an Emergency, **if we must leave our current location**, we ask that **the primary pick up for your child(ren) will be the local fire department “Mishawaka Fire Station 1” located at 600 Union St, Mishawaka, In 46544.** The Secondary location will be at the **Mishawaka Police Department 200 N Church St. Mishawaka, In 46544.**

Tobacco & Substance Free Policy

Due to the acknowledged hazards to young children arising from exposure to tobacco and substance use. It shall be the policy of YMDC to provide a tobacco and substance free environment for staff/visitors/parents/students. This policy covers the use of any tobacco for the purposes of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other smoking product; and spit tobacco, also known as smokeless, dip, chew, spit less, snus and snuff, in any form; including, but not limited to, non-FDA approved cessation nicotine products, digital/electronic nicotine delivery systems e.g. “e-cigarette,” vapor products or anything that simulates or can be construed as being a smoking or smokeless tobacco product (i.e., herbal smoking products) and applies to employees and all non-employees including visitors and vendors.

- There will be no tobacco use or electronic cigarettes in any area of the day care center at any time.
- There will be no tobacco use in vehicle on campus at any time. There will be no tobacco use in vehicles when transporting child to or from day care facility or authorized activities.
- There will be no tobacco use by staff or volunteers on campus this includes all indoor or outdoor activities.
- Field Trips, walks and all outside activities will be tobacco and electronic cigarette free.
- Employees that use tobacco at home will be offered the Arkansas Tobacco Quitline referral as a stop method for tobacco cessation. All employees that use tobacco at home will be required to bring clothing that has not been worn around tobacco users.
- Employees that leave campus and use tobacco while out will be required to change clothes and wash hands thoroughly when reentry of the day care occurs.
- All Employees will be required to read about all potential hazards of tobacco use and nicotine based products.

Sunscreen Policy

I hereby authorize the Young Minds Development Center, Inc. to apply Rocky Mountain Oxybenzone Free (or equivalent sun screen), SPF 30, to my child.

I will supply my own sun screen: _____ Product Name: _____

To be applied when going outdoors, or as directed

Emergency Medical Authorization

Parents/Guardians will be required to complete an Emergency Medical Authorization Form. The Emergency Medical Authorization Form will accompany the child in a medical emergency.

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

Schedule for Review of Policies

**Policies are reviewed annually on or before January 25th of each year*

Terms, Conditions, and Agreement of Services

1. I agree to pay a registration fee, as stated below, at the time of enrollment.
2. I understand that Young Minds Development Center and its personnel are not responsible for personal injury or loss of property.
3. Young Minds Development Center reserves the right to terminate a child after all resources have been exhausted to promote good behavior. Young Minds Development Center may disenroll a child from the center without prior notice, if in the opinion of the administration that it is in the best interest of the child and the center to disenroll this child.
4. I agree to pay each week, on the first day my child attends, a weekly tuition fee as stated below.
5. I agree there will be no deductions due for sickness absence, holidays, or inclement weather.
6. I agree to pay the full weekly tuition fee even if my child is absent for one or more days during the calendar week.
7. In case of withdrawal of my child from the center, I agree to give the center written notice of two weeks.
8. Legal authorities may be contacted for children left at the center more than $\frac{1}{2}$ hour after closing time.
9. Young Minds Development Center and its owners, directors, employees or associated companies are NOT responsible for reimbursement of any medical expenses incurred as a result of accidental incidents to a child or incidents between children resulting in injuries that occur to a child or children during attendance at Young Minds Development Center, whether or not under the supervision of any Young Minds Development Center employee.
10. The terms of this agreement are subject to change in whole or in part by Young Minds Development Center without notice.
11. I agree to pay a late pick up fee of \$1 (dollar) a minute per child if my child is still present in the building after its closing time.
12. I hereby consent and as authorize Young Minds Development Center to use and reproduce photograph taken of my child for publicity, advertising and marketing purposes of every description.

Please check this box if you **do not** consent to this release.

Please sign below to verify that you have read the above information. We also request permission to photograph your child/children for use in our classrooms, newsletters, and center

Parent Signature:	Date:

Authorization and Consent

By initialing the following statements, you are stating that you are the parent or legal guardian of the minor child named below.

Please Initial

_____ **Authorization for Medical Treatment of a Minor** – 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 give permission to the staff of Young Minds Development Center Inc. to provide/or secure medical care for my child. I also give permission to have my child transported to St. Joseph Regional Medical Center or another hospital in the event of a medical emergency. I understand that the staff members and providers are trained in the basics of first aid/CPR and I authorize them to give my child first aid/CPR when appropriate.

Please indicate what hospital you would like your child to be taken to in the event of an emergency _____

_____ **Liability Release for Services Provided Outside of Young Minds Development Center Inc.** – I release and do not hold Young Minds Development Center staff or owner responsible for any accident or liability that could occur outside the center. I also agree not to solicit the staff of Young Minds Development Center for other employment opportunities.

_____ **Photo Release** – I agree to allow photographs, video recordings, or other sound/image media recordings of my child appear on the Young Minds Development Center website, Facebook page, or other lawful avenues used for publicity or advertising.

_____ **Authorized Pick Up** – Children will only be released by the Young Minds Development Center staff to a parent or guardian that is listed on the authorized pick up list. I understand that I must let the director know in advance if someone who is not on the authorized pick up list will be picking up my child. I understand that I must use the provided fingerprint system to check my child in and out every day.

_____ **Student Directory/ Reference**—I hereby give permission for YMDC to use my email, phone number, and address in the student directory. I also give permission for YMDC to give my name and phone number out to families of potential students.

Name of Child: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Authorization and Waiver to Transport Child

Authorization Is Valid: From the Start and End Date of Enrollment of Child

Child's First Name: _____ **Child's Last Name** _____

Child's Date of Birth: _____

I authorize Young Minds Development Center, Inc. to transport my minor child in a company Bus or Van, driven by an individual authorized by Young Minds Development Center, Inc. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or staff or volunteer. I understand participation in the identified event is not a requirement for participation in the program.

I have read, understand, and discussed with my child:

- (1) My child will travel in a motor vehicle driven by an adult over the age of 21 and my child is to wear their safety belt during travel;
- (2) My child is expected to listen to supervising staff/driver, respect staff and other children, the vehicles they ride in, and the people they travel with during the trip;
- (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and,
- (4) My child is to remain in their seat and not be disruptive to the driver of the vehicle.
- (5) Young Minds Development Center reserves the right to terminate a child's enrollment should they not comply with these rules.

Initial Each Statement

_____ I recognize participation in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify I have been advised of the potential risks, and I have full knowledge of the risks involved in this activity, and I assume any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

_____ As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Young Minds Development Center, Inc., and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation.

_____ I have read this entire waiver and authorization form, I fully understand its terms and conditions, and I agree to be legally bound by its terms.

Parent/Signature: _____ **Date:** _____

Child Signature: _____ **Date:** _____

Official Statement

The Parent handbook contains important information about Young Minds Development Center, and I understand that I should consult the Director if I have any further questions that were not answered in the handbook. Since the information and policies described in the handbook are subject to change, I acknowledge that revisions may occur. I understand that all changes will be communicated to me, and I understand that revised information may supersede, modify, or eliminate existing policies. By signing below, I am acknowledging that I have read the entire handbook and signed/initialed at the specified areas for the policies I agree with.

Parent Signature _____ Date: _____

Parent Signature _____ Date: _____

Director Signature _____ Date: _____