

## **ORGANIZATIONAL STATEMENT**

Little Friends Child Care Center is sponsored by First Denver Friends Church and is governed by the Executive Council of the church. A Director gives overall immediate supervision. Teachers, group leaders and aides are employed according to Colorado regulations.

Little Friends is licensed by the State of Colorado Department of Social Services, under license number 47571 for a maximum of 83 children 6 weeks - 10-years-of-age. Our license is on display in the office of our facility. We may be able to accommodate a limited number of handicapped or special needs children provided medical and accessibility issues can be worked out between the Center and families.

If at any time, you suspect licensing violations being committed by Little Friends Child Care Center, you may contact the Division of Child Care of the Colorado Department of Human Services, 1575 Sherman St., Denver, CO 80203-1714 or call 303-866-5958.

## **PHILOSOPHY STATEMENT**

Children should have a safe and happy time at school while being stimulated in the areas of social, spiritual, physical, artistic and intellectual development. We believe each child is an individual and make conscientious effort to get to know each one in order to minister to specific needs in the continuum of growth. We believe a child's day should contain both freedom to choose activities and structure to help children develop the social skills necessary to function in society at large. We believe guidance should be conducted in a loving, but firm, manner. We also believe God is the most important aspect of anyone's life and endeavor to develop that concept through the sharing of Bible stories and songs. Further, we believe strongly in the family unit and desire to work directly with parents to do what's best for each child.

## **TO OUR PARENTS**

We want you to know and understand our goals and procedures, so please read this packet carefully and ask questions. Feel free to ask for conferences with your child's teacher whenever desirable. By the same token, you may be asked by a staff member to come and discuss your child's behavior, progress or social or physical needs. Parents and teachers together help children develop their full human potential.

We want you to look often into our busy, happy, noisy, creative classrooms to see your child at play. We want you to realize the validity of play and the fact that it leads to learning.

## **LINES OF AUTHORITY**

*Names of persons responsible in each position are available upon request*

First Denver Friends Church  
Executive Council  
Little Friends Child Care Center Committee  
Director  
Group Leaders  
Assistant Group Leaders  
Aides

Dear Parents:

Welcome to Little Friends Child Care Center. Our church is happy to offer the service of a Christian preschool and child care center to the North Denver community. We understand the sensitivity of parents to finding a satisfactory preschool and therefore strive to offer high-quality child care. Your suggestions for improvement are welcome.

I also invite you to participate in our biblically-based Christian fellowship. If there is any way we can minister to you from worship services to personal counseling to recreational volleyball please contact the church office.

Our schedule of services is as follows:

Sunday Morning Worship Service	9:30
Sunday School for all ages	11:00
Sunday Evening Bible Study	7:00
Youth Groups (grades 4-12)	Call for details

Sincerely,

Charles Orwiler,  
Pastor

**ENROLLING YOUR CHILD IN LITTLE FRIENDS CHILD CARE CENTER**

Be sure the director knows when your child's intended first day will be! Before or on that first day, you must have completed the following:

- \_\_\_1. Intake interview.
  - \_\_\_2. Completed Forms.
    - Child's Information
    - Neighborhood Walks Permission
    - Field Trip Permission
    - Authorization for Emergency Medical Care
    - Articles of Agreement
    - Allergy Disclaimer
    - Sun Protection Form
    - Tuition Agreement
    - Security Door Agreement
    - Completed Income Eligibility Form for Child Care Food Program
    - Copy of Birth Certificate
  - \_\_\_3. A complete change of clothing with **each item marked with your child's name.**
  - \_\_\_4. Payment for registration and at least the first week of daycare. According to the Articles of Agreement, payment is always to be rendered **in advance** whether for a week, or two, or more, depending on what will be best in your situation.
  - \_\_\_5. Up-to-date Immunization Records.
- Within 20 days, we also need:
- \_\_\_6. Current (within the last twelve months more frequently for infants) physical examination report. To remain enrolled, each child must have a physician's or other health care professional's signature on an official medical report annually. School-aged must present evidence of examination every three years.
  - \_\_\_7. Interview with your child's teacher to better help us get to know your child and help us set up a plan for teaching them.

**Please also note:**

Arrival and departure:

- a. Each day, you must **record and initial your drop off and pick up times** on the roll sheets located in each class room. We use the sheets for periodic checks during the day to help all staff know which children are present for class and meals. They also help determine that all children have been picked up and by whom. In the event of an emergency (missing child, fire, tornado, etc.) the sheets help locate everyone.
- b. At sign out time, please check your child's **take home file** in each class room for projects he has done that day plus communications from his teacher or director.
- c. **If your child is not located in their classroom**, we will post by the sign in/out sheets on the whereabouts of each child.
- d. **A child who arrives after her class has gone elsewhere** will be placed in another teacher's group until the correct class returns.
- e. You must list on your information **form anyone other than yourself who is allowed to come for your child**, plus let us know the days someone other than yourself will be coming. We will ask for identification until your alternate pick up people are known to us. To designate a person other than those listed, you must alert the staff at drop off time or, in an emergency, by phone (303-458-7404), before your child can be released.
- f. Please call 303-458-7404 before 9:00 **if your child will not be coming** and let us know the reason. The Health Department requires us to report contagious diseases.

- g. Do not bring your child on unscheduled days unless you have made advanced arrangements with the director. In most cases, changing days will result in additional charges whether proper arrangements are made or not.
- h. **In the event that a child is not picked up by 7:00 PM** after staff has tried to contact parents and/or emergency numbers, Social Services will be notified and the child will be placed in the custody of whomever they send.
- i. **Visitors to the center** are asked to show identification and sign a log stating the date, duration of visit and purpose. This log is posted by the bulletin board at the entrance to the center.

**Parent Information:**

- a. **The daily schedule** for the center is posted in each classroom bulletin board, as well as the **weekly menus** and other items of interest to parents in our entrance hall.
- b. **Toys should not come to school.** Blankets are allowed, but we ask that you label it with your child's name. Each child is assigned a cubby in which to keep personal belongings.
- c. **We try to play outside some every day.** Children need fresh air and active playtimes daily. Please be sure your child dresses appropriately. We will be using **sunscreen** on your child. If you do not wish to use the brand we have, you will be required to provide a substitute in the original container and marked with his/her name. **If weather conditions are too harsh, we will remain indoors.**
  - Our guidelines state that if it is below 32 degrees or above 90 degrees or if it is wet, we use the gym.
  - 32 - 39 degrees (or if wind chill factor is 32-39 degrees):  
Sunny and dry: Children may be outside for 25-30 minutes wearing hats, mittens, and zipped coats.
  - Wet (not raining or snowing) and Cloudy: Children may be outside for 20 minutes wearing hats, mittens, and zipped coats.
  - 40- 90 degrees  
Regular outside/playground schedule:  
30 minutes in morning  
30 minutes in afternoon  
40 - 45 degrees: Children must wear hats, mittens, and zipped coats  
45 - 60 degrees: Children must wear coats  
60-65 degrees: Children must have long sleeves or coats  
In rain, snow or 20+ mile per hour winds: Children do not go outside
- d. Little Friends uses **videos** from time-to-time for educational and entertainment purposes. We choose only age appropriate and G-rated films. We also will schedule special activities such as a visit from the fire or police department or a session presented by a children's entertainer. The proper staff/child ratio is maintained during these times.
- e. We also sometimes make **extra-curricular opportunities** available to children whose parents are willing to enter in contract with the providers of such classes which are held at the center according to scheduled times decided by the providers. The classes might have to do with computer education, gymnastics, dance, etc., in which parents have interest for their children.
- f. The center has a **lending library for parents**. See the director for more information. Books may be checked out for two-week periods.
- g. **Field trips** are announced in advance. All drivers used will be at least 21 and hold a current driver's license. Seat belts or car seats (whichever is developmentally appropriate) will be used. At least the minimum staff/child ratio recommended for the age level involved will be met. **Neighborhood walks** are not considered to be field trips and may occur any time a teacher desires. A rope with handholds is used to keep children together.

- h. Please let the director **know when you are planning to terminate your child's attendance** at Little Friends. **Two weeks notification** is due. We will see that your child's extra clothes, immunization records, etc., are returned. We will not refund any tuition not used. You will remain accountable for any tuition owed.
- i. We will have contact with Social Services on behalf of the children if there is suspected cases of **child abuse and neglect**. We are required by law to report anything out of the ordinary which we observe in the behavior and /or appearance of either the children or their care-givers.
- j. If a child needs **medication** while at school, you must fill out and sign an authorization/responsibility sheet which will remain on file at school. **The physician must also sign the authorization form**. All medications are stored out of reach of children. They are administered by trained staff at the designated times and recorded on a tracking worksheet. Only prescription drugs in their original containers will be administered unless accompanied by a doctor's statement.
- k. Cases of **infectious disease** such as measles, mumps, shigella, hepatitis, chicken pox etc., will be reported to the County Health Department and all families enrolled at Little Friends. Little Friends will cooperate with any suggestions made by the Health Department to avoid the unnecessary spread of the disease. Daily procedures will include sanitation instruction with the children and practices by the teachers such as frequent hand washing and regular use of disinfectant on tables and other surfaces as well as monitoring use of toys to allow time for bacteria and viruses to die before re-use. Please call us at 303-458-7404 if your child contracts a contagious disease and keep him/her at home in order to help us prevent anything resembling an epidemic. We will call parents to pick up any child whom we have determined has infectious symptoms of sicknesses more serious than the common cold in order to protect others children and staff.
- l. Your child's **Medical Statement** is valid for one year from the time it is dated and signed by a physician or other health care professional. You will receive a notice and a new Medical Statement in the take home file when it's time to renew.
- m. Twice year we will be scheduling **parent teacher conferences** with you to discuss your child's progress at Little Friends.

#### **Emergency Procedures:**

- a. **Fire** - In the event of a fire, an alarm will sound automatically and teachers will assist the children in vacating the building in an orderly fashion as practiced in fire drills. As soon as possible, parents will be contacted to come for children.
- b. **Tornado** - When a tornado warning is heard while indoors, teachers will help children crouch with heads protected on the floor near inside walls and stay calm until the danger has passed. If outdoors, the children will be led indoors to a safe place. Teachers will instruct and practice procedures with the children as a class from time to time although no drills will be done. If a tornado should actually strike, 911 will be called to assist with injuries. At least 75% of the staff present at any time is CPR and First Aid certified and such staff will do whatever possible to help injured children until paramedic teams arrive. Parents will be contacted as soon as possible.
- c. **Accident** - In the event of a serious incident, 911 will be called immediately, then parents or other emergency numbers as listed on the Child's Information Form. Less serious accidents which are not emergencies but are nevertheless of concern, will be called to parents after first aid is administered. Staff and parents will then work together to decide whether the child should see a physician or remain at school. Minor accidents will be noted on an Accident or Illness Report to Parents/Guardians which you are then asked to sign at pick up time. The reports are kept in the child's file in the office for future reference. The same form is used to file all

- incidents of accident or illness at Little Friends. Only injuries which result in death or a visit to a physician or hospital will be reported to Social Services.
- d. **Blizzard** - Little Friends will try to remain open during or following a blizzard, but please call (303-458-7404) to make sure! We will leave a message on our answering machine whether we are open or closed. **Please let us know if YOU won't be here.** If we lose power from weather conditions and it becomes impossible to remain open, we will **call you to come for your child.**
  - e. **Lost Child** - Little Friends staff checks frequently during each day to make sure all the signed in children are visible. If it occurs that a child is suddenly missing, the entire staff will be alerted to gather information regarding the most recent contact with the child. A search will ensue. Should the child not be located, the police and parents will be contacted.

**ARTICLES OF AGREEMENT  
(PARENTS COPY)**

It is the intention of Little Friends Child Care Center that for a quality school to operate as set forth in its Organizational Statement, the following contractual agreement will be entered into by Little Friends Child Care Center and the parents of all enrolled children. It is to be considered legally binding and subject to change at the direction of the Little Friends Child Care with a two (2)-week notice of the effectual change.

We enter into the following Articles of Agreement:

**Article 1:** Little Friends Child Care Center agrees to provide quality child care and instruction. Great care will be taken to see that all children are adequately supervised at all times. The ratio of adults to children as set forth by the State of Colorado for child care for each age group will be maintained. The center is open from 6:30 AM until 6:00 PM Monday through Friday except on designated holidays (see Article 4) with ECE classes in session from 9:00-11:30. Schoolagers' care will be offered for days off from regular school if we have available space as arranged between parents of such children and the director.

**Article 2:** Little Friends Child Care Center is unapologetically Christian and reserves all rights to instruct children in the Christian faith as the instructors have such opportunity and through a weekly chapel lesson during the months from September through May. Although we are affiliated with the Friends Church, we teach only Bible, not doctrine.

**Article 3:** All personal items such as coats, gloves, hats, shoes, blankets, etc., which are brought to Little Friends Child Care Center are to be identifiable by the child's name or initials written on the item. Each child will be allowed a space such as a cubby in which to keep personal items when not in use. Any money brought to school by a child that comes to our attention will be placed in an envelope marked with the child's name and then in the child's take-home file. Toys should not come to school unless for a teacher directed activity such as "show and tell", in which case the teacher will provide notice.

**Article 4:** The following guidelines will be followed in financial matters:

- **Rates** See rate sheet.
- **Holidays** Little Friends Child Care Center is closed New Year's Day, Memorial Day, July Fourth, Friday before Labor Day, Labor Day, Thanksgiving, Day after Thanksgiving and Christmas Eve and Christmas Day. **Tuition will be charged for all holidays.**
- Families enrolling **more than one child** attending simultaneously will receive a 10% discount for each additional child. The exception is when older siblings of regularly attending children are present for a day or two because of school breaks.
- Tuition **payments are due and payable in advance** according to the rate sheet. Delinquent accounts will jeopardize the child's enrollment. A late fee will be charged when tuition is not received by Wednesday of each week.
- There will be a \$25.00 charge for all **returned checks.**
- **Late charges** will be assessed for children who are not picked up by 6:00 PM.  
5-15 minutes late--\$10.00    16-60 minutes late--\$2.00 per minute.  
If a family becomes habitually late, Little Friends Child Care Center reserves the right to increase late charges or drop the child's enrollment.
- **Social Services clients** must pay the parental share (if any) by **the fifth of each month.** We ask that families with Social Services status make every effort to be regular in attendance, missing *no more than* three days per month. If you are absent more than three days per month, Social Services will not pay for your space. Therefore you will be responsible to pay for any days absent after three days absent. We reserve the right to terminate enrollment for excessive absences.

**Article 5:** *Vacation.* Little Friends Child Care Center allows two full weeks of absence per enrollment year for vacation or family reasons after the first year of attendance with no charge *except in the case of children who are summer enrollees only.* Such children may receive one week. The two weeks may be split into week segments, but may not be taken a day or two at a time.

**Article 6: *Sickness.*** If Little Friends Child Care Center staff feels your child is ill with more than the common cold as evidenced by a temperature of 101 degrees or more or infectious symptoms such as diarrhea and/or vomiting, you will be called and arrangements made for you or a designated alternate person to pick up your child immediately.

When your child is sick, tuition must still be paid, even if for a full week, in order that Little Friends Child Care Center can continue to meet its own financial obligations which are based on enrollment. You may, however, use vacation time for sickness if you have time available and desire to use it in this way.

No medication other than prescription drugs in their original containers will be administered to any child unless accompanied by a doctor's statement. Medication needs to be signed in with indications as to how much and when to administer it. **Medication authorization forms must be signed by parent and physician for medicine to be given.** Medicine will be stored out of reach of the children. All medicine will be administered by trained staff.

**Article 7:** Little Friends Child Care Center serves breakfast, lunch and an afternoon snack daily which fulfill the standards set forth by the Child and Adult Care Food Program for nutritional needs of the various age levels served. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. There is no charge for these meals which are included in the program.

**Article 8: *Discipline.*** In keeping with Little Friends Child Care Center's philosophy, children are expected to exercise self-control, respectful attitudes, concerns for others, and appropriate behavioral patterns. When problems arise, children are spoken to in a firm but supportive fashion, and are encouraged to express feelings and to acknowledge their responsibility for an incident. After this discussion with the teacher, children will be given the opportunity to resume their play. If problems continue, the child will be sent to a quiet place where they can reflect on their behavior. If inappropriate behavioral patterns continue, parents are notified and asked to work in partnership with Little Friends Child Care Center on their child's behalf. At this time, a behavior modification plan will be agreed on and implemented. A child who continues to demonstrate aggressive or unhealthy behavioral patterns may need specialized help that cannot be provided at this Center.

**Article 9:** The center reserves the right to terminate enrollment of any child after due process for reasons of noncooperation, delinquency in payment or inability of the child or parent to adjust to the school program, as determined by the director.

Philip Burgi  
Chairman, Executive Council  
FIRST DENVER FRIENDS CHURCH

Susan M. Rider  
Director  
LITTLE FRIENDS CHILD CARE CENTER

**CHILD'S INFORMATION FORM**

Date of registration \_\_\_\_\_  
Number of days per week \_\_\_\_\_  
Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
                  number and street                   city                   zip

Father's Name \_\_\_\_\_ Business Phone \_\_\_\_\_  
Employment \_\_\_\_\_ Business Address \_\_\_\_\_

Mother's Name \_\_\_\_\_ Business Phone \_\_\_\_\_  
Employment \_\_\_\_\_ Business Address \_\_\_\_\_

Marital Status of Parents \_\_\_\_\_ SS Numbers \_\_\_\_\_, \_\_\_\_\_

Family Health Insurance Company \_\_\_\_\_

Other children in family (names, ages, sex) \_\_\_\_\_

Other adults in family and relationship to child \_\_\_\_\_

If neither parent can be reached in case of emergency, call:  
1st \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
2nd \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Persons **NOT** authorized to call for child \_\_\_\_\_

Persons designated to call for child \_\_\_\_\_

Child's Doctor/Address/Phone \_\_\_\_\_

Child's Dentist/Address/Phone \_\_\_\_\_

Hospital preference in case of emergency \_\_\_\_\_

Child's previous experience in daycare situations \_\_\_\_\_

How did you hear of our center \_\_\_\_\_

Child's eating habits \_\_\_\_\_

Does your child have allergies to food or other substances? \_\_\_\_\_

Child's word for urination \_\_\_\_\_; bowel movement \_\_\_\_\_

Religious Background \_\_\_\_\_ Fears \_\_\_\_\_

Favorite Toys \_\_\_\_\_ Discipline used at home \_\_\_\_\_

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Philip Burgi  
Chairman, Executive Council  
FIRST DENVER FRIENDS CHURCH

Susan M. Rider  
Director  
LITTLE FRIENDS CHILD CARE CENTER

I have read the Articles of Agreement and enter into contract with Little Friends Child Care Center.

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Parent/Guardian Signature(s)

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Date

**NEIGHBORHOOD WALKS PERMISSION**

I give permission for my child, \_\_\_\_\_, to walk to Rocky Mountain Lake Park or around the immediate neighborhood with his/her class under the direct supervision of the class teacher. I understand that if my child is scheduled to be taken from the school premises for any other reason by his/her teacher, I will be notified of that field trip.

\_\_\_\_\_  
Parent/Guardian Signature(s) Date

**FIELD TRIP PERMISSION**

I hereby give permission for my child to be transported by rented vehicle or private vehicle as needed for any scheduled off premises activities during the time he/she is enrolled in the program. I realize that I will be notified prior to the field trip concerning the location, time and any other information.

\_\_\_\_\_  
Parent/Guardian Signature(s) Date

**AUTHORIZATION FOR EMERGENCY MEDICAL CARE  
for**

\_\_\_\_\_  
I/we hereby give permission to Little Friends Preschool and Child Care Center to use a doctor, hospital or other medical service to provide emergency medical or surgical care for the above named child should an emergency arise. It is understood that a conscientious effort will be made to locate the emergency contacts listed on the Information Form which I/we submitted before any action will be taken. If it is not possible to locate me/us, the expenses of action taken will be accepted by me/us.

\_\_\_\_\_  
Parent/Guardian Signature(s) Date

Allergy Disclaimer

(Fill out only if you indicated allergies on the information sheet.)

Even though the staff at Little Friends Child Care Center makes every effort to see that children with allergies are kept from those things which cause unfavorable reactions, we also recognize that unforeseen circumstances may occur, resulting in accidental exposure to what may be harmful substances to the child in question.

Therefore, LFCCC assumes no legal responsibility in case of exposure or the results, thereof.

We are part of the Child Care Food Program and must meet certain requirements to be reimbursed for the meals we serve. If you child has a food allergy, we must have your doctor fill out the supplemental diet statement.

I, \_\_\_\_\_, have read the above and agree that LFCC will not be held responsible in the event that my child is exposed to any of the substances to which my child is allergic. I have listed below the things to which my child is allergic and any known products or brand names containing the source of allergic reactions.

\_\_\_\_\_  
Signature of parent(s)/guardian(s)

\_\_\_\_\_  
Date

My child, \_\_\_\_\_, is allergic to \_\_\_\_\_

\_\_\_\_\_  
The following products contain substances to which he/she will react:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LITTLE FRIENDS CHILD CARE CENTER  
SUN PROTECTION

Little Friends will be applying sunscreen to each child prior to outside play. We will apply the sunscreen to all exposed skin areas. We will be using "NO-AD" SPF 30 sunscreen. It is waterproof and PABA free. It contains aloe, cocoa butter and Vitamin E and provides UVA and UVB protection.

If you choose not to use out sunscreen, you will be required to provide sunscreen for your child. You must label the sunscreen with the child's first and last name.

Children over 4 may be allowed to apply sunscreen to themselves under direct supervision of a staff member.

Little Friends has permission to apply sunscreen to my child \_\_\_\_\_.

Any additional instructions

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---

---

---

---

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\_\_\_\_\_  
Parents Signature

\_\_\_\_\_  
Date

TUITION PAYMENT AGREEMENT

Child's name \_\_\_\_\_

I choose to pay:

Monthly (due on the 1<sup>st</sup> of each month) \_\_\_\_\_

Bi-Monthly (due on the 1<sup>st</sup> and 15<sup>th</sup> of each month) \_\_\_\_\_

Weekly (due on Monday of each week) \_\_\_\_\_

Parental co-pay (due on the 5<sup>th</sup> of each month) \_\_\_\_\_

As the parents of the above named child, we agree to pay Little Friends Child Care Center on the above checked schedule.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Social Security Number

SECURITY DOOR AGREEMENT

Little Friends Child Care Center has installed a security door for the safety of your children. Parents are given a code to enter. This code is to be used by the father and mother of each child. Both parents will need to sign the agreement. All other people picking up children will need to ring the doorbell for entry. The code can be changed when needed for security purposes.

I (we) agree to abide by the following rules:

1. I (we) will not give out our door code to anyone else.
2. I (we) will not let anyone in. Every one entering will need to put in their code or ring the doorbell.
3. If I (we) give our code to anyone else, we will be charged \$100. At that time your code will be changed.

\_\_\_\_\_  
parent signature

\_\_\_\_\_  
date

\_\_\_\_\_  
parent signature

\_\_\_\_\_  
date

ENROLLMENT REVIEW

I have reviewed the following and I agree to:

- \_\_\_\_\_ Completed forms returned
- \_\_\_\_\_ Change of clothing provided and will be replaced as needed within 24 hours
- \_\_\_\_\_ Tuition is due in advance
- \_\_\_\_\_ Late fees will be applied for pickup after 6PM
- \_\_\_\_\_ Door code is not to be given out to anyone except parents or legal guardians
- \_\_\_\_\_ Withdrawal of child from center requires two weeks notice
- \_\_\_\_\_ If child is sick with over 101 degrees temperature (within 24 hours) or throwing up or diarrhea (within 24 hours), please keep your child at home. If my child becomes ill while at school, I will be called and I will make arrangements to pick up my child immediately
- \_\_\_\_\_ I am aware that I will need to keep a current health form and Income Eligibility form(child care food program) on file at the center
- \_\_\_\_\_ I will keep the center informed about any change of addresses and phone numbers

\_\_\_\_\_  
Parents signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Directors signature

\_\_\_\_\_  
Date