



2010-11 Parent Handbook

“Believe in yourself and everything is possible.”

Our Staff is very excited and looking forward to a wonderful year. This handbook contains The Bounce Spot’s policies and procedures, which are important to you and your child. By signing the following, you agree that you have received and read a copy of the Information to Parents statement prepared by the Bureau of Licensing. You also agree to follow the policies, procedures, and practices placed before you within The Bounce Spot’s Handbook.

Name of Child _____
School _____ Teacher _____ Classroom _____

Name of Parent(s) _____
Start Date _____

Signature _____

Date _____

Please remember to notify your child(ren)’s school about the days your child will be attending The Bounce Spot.

We also ask that you remember to notify The Bounce Spot of all absences.



Parent Handbook

The Bounce Spot
2939 Promenade Street
West Sacramento, CA 95691
(916) 371-2FUN (386), (916)617-0139
www.thebouncespot.com

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Welcome!

The Bounce Spot welcomes you to our program. Founded in 2010, we offer the highest quality after-school program/camps in West Sacramento. We at The Bounce Spot believe that school aged children are at their most important time in their learning and physical development stages. Our fitness and educational curriculum is designed to help children reach their fullest potential. The Bounce Spot features fun, developmentally appropriate lessons and activities, which help develop the whole child physically, intellectually, emotionally and socially.

Here at the Bounce Spot, laughter and play are cherished, and learning is enjoyable for each child.

We take special pride in the Center's professional staff. Selected for their knowledge of being smart, fit, and healthy, as well as their strong interpersonal skills, they are the strength of our program. Upon visiting our center, please take time to listen and observe our staff. You are sure to be enriched by the experience.

It is the role of all staff members to facilitate the learning of children, parents and one another. We have an open door policy; parents are welcome anytime into the facility. We value parental involvement; offering opportunities and field trips for parents to volunteer to enrich our learning and growing environment.

Sincerely,

Dana Vaynberg
Owner

Program Dates for 2010-11

<u>Program</u>	<u>Dates of Operation</u>
After School.....	Aug. 2010 – June 2011
½ Day Kindergarten	Aug. 2010 – June 2011
Thanksgiving Break.....	Nov. 2010
Winter Break.....	Dec. 2010
Spring Break.....	April 2011
Open House.....	August 12 th , 2010

* Program dates will coincide with the opening and closing dates of your child’s school.

Dates of Closure for 2010-11

**On the dates The Bounce Spot is closed, parents must make
Alternate arrangements for their child’s care.**

In Service Day.....	August
Labor Day (open for public play)	September 6
Columbus Day (open for public play).....	October 11
Thanksgiving Holiday (open for public play).....	November 22-26
Christmas/Winter Break (open for public play)	Dec 20 – Dec 31
New Years Day (open for public play)	January 1
Memorial Day (open for public play)	May 31
Independence Day (open for public play)	July 4

Please remember to notify your child(ren)’s school about the days your child will be attending The Bounce Spot. We also ask that you remember to notify The Bounce Spot of all absences.

The Bounce Spot Explanation of Services

The Bounce Spot provides care for children in a safe and fun environment. We at the Bounce Spot are committed to giving quality care for school aged children K-8 in our after-school program. We provide quality care and education for your child and integrate programs such as Tutoring, Health Education, and Fun Fitness activities into our everyday curriculum.

Attendance Policy

Parents Authorization: I hereby grant permission for my child to be transported by The Bounce Spot and contracted providers chosen by them, to and from The Bounce Spot. I also authorize The Bounce Spot to transport my child at any time The Bounce Spot chooses for daily excursions without notifying parent or guardian, except in the case of field trips. Walking excursions are also permitted in and around the surrounding property/buildings of The Bounce Spot and the City of West Sacramento

Child Absent from School: Please remember that it is your responsibility if your son or daughter is absent from school to **call and notify The Bounce Spot before 1:00p.m on the day missed for all of our programs.** If your child is enrolled in our After School Program and is receiving transportation on The Bounce Spot bus and you do not notify us we will spend time calling you at work and the main office at your school to notify you of a missing child and a fee of \$5 will be applied to your account balance. Without a phone call, all these efforts to keep your child safe cause our bus route to run late picking up other children that attend our school.

Sign In and Sign Out: All children, upon arrival at The Bounce Spot, must first be viewed by the Director or teacher to ensure that the child does not exhibit any signs of illness. All children must be signed in by an authorized adult. All children being picked up from The Bounce Spot, at any time and under ALL circumstances, **must be** signed out by his or her parent/guardian or designated pickup person. We require a full legal signature at time of pick up and drop off.

Pickup: All children must be picked up no later than dismissal time of 6 pm. **A late fee of \$1.00 per minute will apply for late pickup.**

Parental Visitation: Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.

Designated Pickup Persons: We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. The designated pickup person must show photo identification to a staff member at the desk before release of the child will be permitted.

Responsible for Child: The Bounce Spot will not assume responsibility of any child until his/her sign-in on The Bounce Spot transport vehicles or actual arrival at the facility.

Half-Day Dismissals: Half-day dismissals are included in your monthly fees. It is the parent's responsibility to check their monthly school calendars distributed by their school to be sure that their school's half days are listed appropriately.

Days Off/School Closings: Days off and school closings are not included in your tuition. Childcare may be available for such days, but it is at an additional cost (see fee schedule).

Release of Children:

1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency, if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center must be provided documentation to that effect, and will maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - The child is supervised at all times.
 - Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Service's 24 hour Child Abuse Hotline (1-916-874-5191) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.
 - If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual:
 - Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
 - If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Service's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
4. For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).
5. If a parent or legal guardian authorizes another adult to pick up their child from the center, the Center must be notified of the pickup, even if the adult is on the Emergency Information Form, and photo Identification (California Driver's License) will be required upon pick up.

Vacation: – One continuous week may be taken, one calendar year from your last requested vacation week. A parent does not need to pay for this requested vacation period. A calendar year is defined as 365 days from last requested/taken vacation. Days used must consecutive, and must be the same days as normally attended per week. To qualify for vacation, your child must be registered and have attended for at least 6 months, and the Center must be notified in writing at least 30 days before scheduled vacation, indicating dates of absence.

Act of God (i.e. weather, power outages, things out of our control):

Full Day: If your school is closed because of weather, then The Bounce Spot will also be **CLOSED.**

Early Dismissal: Parents must call The Bounce Spot in the event that their school closes early due to bad weather. The Bounce Spot will make decisions at that time if roads are safe enough to transport children. Though this is a service **NOT** provided under our monthly service plan, we will make all efforts to accommodate families in this situation. Please understand that The Bounce Spot **cannot guarantee** care on such a day, but we can guarantee that if care is provided on an early dismissal, it will be free of charge. The safety of our children and our staff is our first concern.

Delayed Opening: **AM Kindergarteners** whose classes are moved to the afternoon session at his/her school will be picked up with the after-school children at the regularly scheduled after-school time.

Admission Policy

We at the Bounce Spot are committed to providing each child with high quality care. We desire each child to succeed. We accept each child regardless of race, creed, ethnicity or religion.

We reserve the right to terminate care should your child's needs not be able to be met by our program. Our goal is success for each child.

The Bounce Spot is to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the Center Director prior to enrollment. For more information about enrolling a child with special needs, you may contact our ADA/Disability Services Coordinator at 1-888-525-2472, Ext. 1440.

If your child is in special education at a public school, The Bounce Spot requires a copy of his or her Individualized Education Plan (IEP) or similar document for inclusion in the child's file. Having this plan will allow our teachers to provide the best possible care for your child.

Vacation: – One continuous week may be taken, one calendar year from your last requested vacation week. A parent does not need to pay for this requested vacation period. A calendar year is defined as 365 days from last requested/taken vacation. Days used must consecutive, and must be the same days as normally attended per week. To qualify for vacation, your child must be registered and have attended for at least 6 months, and the Center must be notified in writing at least 30 days before scheduled vacation, indicating dates of absence.

Child & Parent's Rights Form – LIC 613A – All parents will sign a Personal Rights Form and the form will be kept in the student's personal file on site at The Bounce Spot. Form is attached to the Parent Handbook.

Recommendation of Services

Our teachers also desire that each child succeed academically and socially. We want each family to succeed. We have included a list of resources and referrals for your convenience:

Important Numbers

Warmline Family Resource Center	800-660-7995
YCOE – Special Education	530-668-3800
First Steps infant –Preschool Program	530-668-3860
Alta Regional Center	530-666-3391

Food Policy

Snack (after-school and camps): Snack is provided and prepared for your child at The Bounce Spot. We provide one healthy snack prepared at the Bounce Spot each day. Please inform us of any food allergies that your child may have.

Lunches (day camps only): Children must bring their own labeled lunch from home. The Bounce Spot does not provide lunch. \$5.00 will be charged for two slices of pizza, fruit cup and a small drink if lunch is supplied by the Bounce Spot. This fee must be paid the same day lunch is provided. “No Charges Allowed.”

After School Program Typical Schedule:

2:30-3:30pm	Arrival/Open Play/Fitness component
3:30-4:00pm	Snack Served
4:00-5:00pm	Homework Time/Quiet Activity
5:00-6:00pm	Open Play

Drop In Care

If your child is currently enrolled in our program and you require “drop in” care, care for that child on an unscheduled day, we may be able to provide care. We may be unable to care for your child if classes are at capacity due to teacher/child ratios.

Discipline Policy

After-School Program

Examples of behavioral problems

1. Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself, or any other person/child.



2. The improper use of language or gestures directed to staff or other children.
3. Damage or theft of Bounce Spot property or the property of others.
4. An overall disrespect to staff or other children.

Behavioral Disciplinary Actions

1. Verbal warning from director
2. Verbal warning from director with a written notice for parent(s) to be signed.
3. Conference with director
4. Suspension or termination from The Bounce Spot without refund.
5. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
6. The Bounce Spot retains the right to dismiss any student without prior written notice from or conference with the director.
7. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of licensing regulations.

Medical Policy

Management of Communicable Diseases: If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

- Severe pain or discomfort
- Infected untreated skin patches
- Acute Diarrhea
- Difficult or rapid breathing
- Episodes of acute vomiting
- Skin rashes lasting longer than 24 hours
- Oral temperature of 101.5 degrees Fahrenheit
- Swollen joints
- Sore throat or severe coughing
- Visibly enlarged lymph nodes
- Yellow eyes or jaundice skin
- Stiff Neck
- Red eyes with discharge
- Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Parents must inform the Center within 24 hours or the next business day after their child or any member of the child's immediate family has developed any communicable disease. Life threatening diseases must be reported immediately.

Table of Excludable Communicable Diseases

- Respiratory Illnesses
- Chicken Pox
- German Measles*
- Homophiles Influenza*
- Measles*
- Strep Throat
- Gastro-intestinal illnesses
- Giardia Lamblia*
- Hepatitis A*
- Salmonella*
- Shigella*
- Whooping Cough
- Contract illnesses
- Impetigo
- Scabies
- Tuberculoses*
- Meningococcus
- Mumps
- Lice (must remove all eggs/nits before returning to The Bounce Spot with note from physician)

Reportable diseases: If your child is exposed to any communicable diseases at school or within our program, you will be notified in writing.

We are a **peanut free program**. Due to the severe allergic reaction of some of our children all peanut products are prohibited in our given snacks. Children will not have access to our vending machines.

Illness at School: If your child becomes ill while at our facility, we will remove your child from the other children and wait in the Director's office and immediately attempt to contact parent. The child will wait in the Director's office on a nap mat until a parent or an authorized adult is able to take the child from our facility. The child will be re-admitted once he/she is symptom free for 24 hours, or has a note from a physician stating that the child is not a health risk to others.

Medication Policy

We allow medications to be administered to your child during school hours only with written referral from a physician. Medication must be labeled with the child's name and will be kept in our staff room in a cabinet clearly labeled and inaccessible to other children. All of the medication, both prescription and non-prescription (with physician's written referral), shall be maintained with the child's name and dated (Title 22, Section 101226). If the medication requires refrigeration, we will store the medication in our refrigerator. We require that instructions for administering the medication also be on the medication's label.

Emergency Procedures

In case of a Medical/Dental Emergency, The Bounce Spot will immediately notify Emergency Services and then attempt to contact the parent. We will take him/her to the nearest available hospital to provide care for your child. Parents are responsible for the cost of the care provided.

If a child is hurt and it is not considered to be an emergency, the parent will be immediately notified. If a parent is unable to be contacted, we will take the child to the nearest available hospital and stay with the child until the parent arrives.

In case of less serious injuries such as minor cuts, scratches and bites from other children, our staff will write an incident report to inform the parent of the cause and location of the injury received and it will be placed in the parent file. Each room contains an up-to-date first aid kit for such minor injuries, kept inaccessible to children. Our staff room contains a freezer with ice packs for children, should swelling be a concern.

General Policies

In compliance with our licensing agency, Title 22, Section 101200, The Department of Social Services has the right to:

- inspection authority to enter and inspect a facility without advance notice.
- to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

Personal Property: The Bounce Spot is NOT responsible for lost, stolen or damaged items brought to the facility. **All personal property must be labeled with child's first and last name.**

Lost and Found: Clothing/items left at The Bounce Spot at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be discarded.

Transportation Policy: After School Care- We will pick your child up from their local West Sacramento Elementary School upon school's dismissal, unless we can get school bus to put The Bounce Spot on their bus route. Care will be provided for your child until we close at 6pm.

Personal Information: The Bounce Spot administrative personnel **must be notified immediately** when there are any changes in the following, i.e., home telephone, work phone, address, emergency contacts etc.

Emergency Contacts: Parents are required to maintain at all times at least two additional emergency contacts other than themselves, including contacts' names, home and work addresses, home and work phone numbers, including cell numbers when possible. In the event which parent/legal guardian cannot be reached and the emergency contacts cannot be reached, The Bounce Spot staff may contact police or other emergency authorities.

Late Policy: Due to the overtime pay for staff, we charge one dollar per minute after the dismissal time of 6pm for those in after school care.

Absence Policy: It is the parent's responsibility to inform The Bounce Spot of a child's absence. If your child is using our transportation services, there will be an additional five dollars per day fee for those absences without a prior phone call or written notice.

Program Fees

Pricing good through end of 2010-11 school year

After School Programs (Monthly Payments)

After School – Until 6 PM (School Age)

		<u>First Child</u>	<u>Additional Child</u>
5 Day (1 st -8 th)	Release from School till 6pm	\$225	\$200
Half-day Kindergarteners	11:30 till 6pm	\$275	\$250

- **Annual, per-session, Registration Fee: School Session (Aug-June): \$50 per child, Summer Session (June-Aug): \$25/child, additional siblings waived**
- **Transportation Fee: Unless you call in your child's absence by 1pm, a daily fee of \$5.00 will be charged.**
- **Second Child Rates: First Child rate is charged for the higher fee of the children attending, and then the 2nd child rate would apply for each additional child.**

School Closures & Days Off Program (not guaranteed to have on every closed day)

7:30am – 6pm – Lunch is NOT included

\$25.00 per Day – Pre-registration required

Extended Drop-Off and Pick-Up

Arrangements must be made prior to the beginning of the program. There will be a late fee if your child is picked up after 6:00 p.m. The late fee also applies to all of our programs scheduled finish times. *This fee must be paid at the time of early drop off or extended pick up on the day applicable.* The following fees will apply:

\$1 per minute late. No exceptions will be made.

Late Pickup Penalty

If a parent is consistently late, more than three times per month, care for your child may be suspended.

Financial Policies

1. Payment Schedule

After School Program:

Payment is due **the 1st of the month**. A late fee of \$30.00 will be assessed on any account which is not paid in full by 6:00 p.m. on the 5th of that month. If the 5th falls on a Saturday or Sunday, payment will be due by 6pm the following Monday. The billing statement will be placed in the parent's file on the 25th of the month. If mailed, your payment must have a post-mark date no later than the 4th of the month. Invoices will not be provided unless requested.

2. Payment for a program is due **upon registration**, or before commencement of service. **DO NOT send the payment in with the child**

3. Payments will be applied in the following order: registration fees, late fees, past due balances, then current balances. Any late payment (received after the 5th) will result in a \$30 late fee, and must be paid with the next month's tuition payment by the 1st of the following month. All fees will be reflected in your billing statement. Past due balances may result in termination from our program

4. A **non-refundable** registration fee per child is due upon enrollment in any of The Bounce Spot programs. A separate registration fee is due for each program: \$25 Camps (one-time), \$50 After School program.
5. Under no circumstances will The Bounce Spot credit for absenteeism or cancellation of a child's enrollment without thirty days written notice in any of our programs.
6. **Returned Checks:** A \$25 fee will be assessed to your account for each returned check. In the event that this situation occurs twice, cash or money order will be required for payment for the remainder of the year.
7. Payments for June must either be paid on the first or must be postmarked no later than the first. There is no credit for shortened months (**see #10 – Fee Calculation**).
8. Accounts that are delinquent may result in suspension or termination from The Bounce Spot without refund.
9. If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.
10. **Fee Calculation:** All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into nine (9) equal monthly installments for your convenience. This is why there are **no discounts** for months with holidays. For the first and last months of the school year. June and August will be prorated.
11. **Invoices NOT Provided:** An invoice will not be provided unless requested. Payments should be made in accordance with the program fees outlined below.

Parents have the right to change their contracted days of care with at least 30 days written notice

The Bounce Spot reserves the right to change this handbook or contract with at least 30 days notice to parents/guardians of currently enrolled child(ren).

Refund Policy

The Bounce Spot will prorate tuition should care be terminated by the parent/guardian or The Bounce Spot. We require 30 days notice if care is terminated by the parent/guardian and will make adjustments to tuition based on the date that child is no longer enrolled in our program.

July				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- = School Not in Session
- = Parent Conference Minimum Days (school out at 12:45 p.m.)
- = Minimum Days (school out at 12:45 p.m.)

Required Supplies

Those supplies pertaining to your child's age group must be provided as needed by the child's parents or legal guardian.

PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD'S NAME

After School Programs

- ✓ **Homework Club** – You may place your child on the homework club list. See the front office. This will be a tutor assisted study.
- ✓ **Socks must be brought or worn daily to be allowed to play on all equipment.**
- ✓ **Please remember to notify your child(ren)'s school about the days your child(ren) will be attending The Bounce Spot.**
- ✓ **We also ask that you remember to notify The Bounce Spot of all absences.**

The Bounce Spot Enrollment Requirement Check Sheet

The following steps must be completed and submitted to the The Bounce Spot main office prior to the child's first day attending The Bounce Spot Programs. All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

STAFF NOTE: Please Initial as Received

INT

- ✓ **Application of Enrollment** – Registration form must be signed by the parent or legal guardian with child's correct information.
- ✓ **Signed Handbook Acknowledgment Form**
- ✓ **Child Health Examination – (Not required for After School enrollment)**
 Copy of Immunization Records (NOT required for After-School enrollment)
- ✓ **Payments** – Each child's registration fee must be received
- ✓ **Payments** – Each child's first month's or week's payment must be received, depending upon the program in which your child is enrolled.
- ✓ **Personal Rights Form – LIC 613A**
- ✓ **Notification of Parent's Rights – LIC 995**
- ✓ **Identification and Emergency Information – LIC 700**
- ✓ **Child's Preadmission Health History – LIC 702**
- ✓ **Children's Record Checklist (this sheet)**

ENROLLMENT FORM

Pick Up	
YES	NO

FAMILY INFORMATION					
Primary Sponsor			Secondary Sponsor		
Last	First	MI	Last	First	MI
Relation		SS#	Relation		SS#
Address 1			Address 1		
Address 2			Address 2		
City	State	Zip	City	State	Zip
Home Phone		Work Phone	Home Phone		Work Phone
Cell Phone		Email	Cell Phone		Email

CHILD INFORMATION					
First Child			Second Child		
School _____ Days: M__T__W__TH__F__			School _____ Days: M__T__W__TH__F__		
Last	First	MI	Last	First	MI
Sex	Grade	Birth Date - M/D/Y	Sex	Grade	Birth Date - M/D/Y
Emergency Contact 1	Phone	PickUp	Emergency Contact 1	Phone	PickUp
		Y N			Y N
Emergency Contact 2	Phone	PickUp	Emergency Contact 2	Phone	PickUp
		Y N			Y N
Dr.'s Name		Phone	Dr.'s Name		Phone
Insurance Provider		Policy #	Insurance Provider		Policy #
Last Phys.		Allergies/Spec. Accommodations	Last Phys.		Allergies/Spec. Accommodations

If additional people are authorized to pick-up your child/children, please attach a list.
 It is your responsibility to notify your child(ren)'s school of the days that your child(ren) will be attending The Bounce Spot. You also must notify The Bounce Spot when your child(ren) will be absent from The Bounce Spot.

EMERGENCY AUTHORIZATION

State law requires that we have written authorization from a child's legal guardian to seek medical help in the event of a medical emergency. Signing the statement at the bottom of this letter will provide us with that authorization.

Our policy, in the event of a medical emergency, is to contact you first. If we can't contact you, we will try to contact any others you may designate. In the event that we are unable to contact you or your designated representative(s), or if the medical emergency warrants immediate response, we will act on your behalf and in the best interest of the child. By signing below, I agree that I have received and read a The Bounce Spot handbook. I further agree to follow the policies, procedures, and practices placed before me within The Bounce Spot Handbook.

Please sign here: _____ Date: _____

OFFICE USE ONLY

Tuition: \$ _____	Program: _____	Enrolled by: _____
Reg. Fee: \$ _____	Start Date: _____	Date: _____
Norwescap: _____	Classroom: _____	
Billing Cycle: _____	Lunch Charge: _____	
Comments: _____		

