



2011-12 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 _____

Staff Signature _____

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 2011-12

<u>Program</u>	<u>Dates of Operation</u>
After School Program	Aug 24, 2011 – June 7, 2012
Thanksgiving Break.....	Nov 21-25
Winter Break.....	Dec 19-Jan 2
Spring Break.....	April 2-6
Open House.....	August 22 nd , 2011

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

Camp Dates

On the dates The Bounce Spot’s After School Program is closed, we run our Fun & Fitness Camps. After School Kids receive a discount on camp days, except summer. \$50/week or \$15/day

Thanksgiving Camp	Nov 21-23
Winter Break Camp	Dec 19-Jan 2
Spring Break Camp.....	April 2-6
Summer Break Camp.....	June 8 till next school year (there is no discount during the summer months)

Dates of Closure for 2011-12

On the dates The Bounce Spot’s After School Program and Camps are closed, parents must make alternate arrangements for their child’s care.

Labor Day	Sept 5
Veterans Day	Nov 11
Thanksgiving Holiday	Nov 24-25
Martin Luther King Day (open for public play)	Jan 16
President’s Weekend	Feb 17 & 20
Memorial Day (open for public play)	May 28

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 vehicle 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 route to run late picking up other children that attend our program.

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 \$5 for up to the first 5 minutes late and \$5 for every minute thereafter. No exceptions.**

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.

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 be 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 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:

1-8th graders & PM Kindergarteners

2:30-3:00pm	Arrival
3:00-3:15pm	Snack Served
3:15-4:00pm	Homework Time/Quiet Activity
4:00-5:00pm	Open Bounce
5:00-6:00pm	Board games/Coloring/Puzzles/etc. in front room

AM Kindergarteners

11:40-12:00pm	Bridgeway Island, Southport & Westmore Oaks Pick-up
11:40-1:00pm	Park/Library/Indoor Play
1:00-1:15pm	Stonegate Pick-up
1:15-2:00pm	Open Bounce
2:00-2:30pm	Snack
2:30-3:30pm	Reading/Homework time
3:30-4:00pm	Open Bounce/Active Games
4:00-5:00pm	Art & Crafts
5:00-6:00pm	Board games/Coloring/Puzzles/etc. in front room

On Early Dismissal Days if weather permits we stay at Bridgeway Island Park until 2:30pm.

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

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 **not a peanut free program**, but are aware of children with peanut allergies and provide alternate snacks. Children are prohibited from sharing of home brought snacks and do 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 a late fee of \$5 for up to the first 5 minutes late and \$5 for every minute thereafter. No exceptions.

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 2011-12 school year

After School Programs (Monthly Payments)

After School – Until 6 PM (School Age)

		<u>First Child</u>	<u>Additional Child</u>
4-5 Days/Wk (1 st -8 th)	Release from School till 6pm	\$260	\$230
1-3 Days/Wk (1 st -8 th)	Release from School till 6pm	\$210	\$180
Half-day Kindergarteners	11:30 till 6pm	\$310	\$280
PM Kindergarteners	pay like 1 st -8 th graders		

Prorated fee of \$80/child for the months of August and June, \$100 for Kindergarteners

- **Annual, per-session, Registration Fee:** School Session (Aug-June): \$75 per child,
- **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.
- **Discounts:**
 - For every child that we receive into our after school program that you referred we give a \$50 credit towards your next month.
 - Camp cost of \$50 per week or \$15 per day, except summer months
 - In addition, every afterschool program child receives \$50 credit if has their birthday party at our location, \$20 off for at home drop-off bouncer.

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

7:30am – 6pm – Lunch is NOT included, sometimes our camps may began as early as 7am
\$50/Week or \$15.00/Day – Pre-registration required (one-time annual \$25 registration)

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:

\$5 for up to the first 5 minutes late and \$5 for every minute thereafter. No exceptions.

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 \$20.00 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. 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 of \$75 per child is due upon enrollment in The Bounce Spot's After School program. Camp registration is waived for our After School Kids.
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.
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.

Required Supplies

Those supplies pertaining to your child's age group must be provided as needed. We are going to provide in the beginning of the school year each child with the following:

- ✓ Pencil box with name tag
- ✓ Crayons
- ✓ Pencil, sharpener and eraser
- ✓ Glue stick and scissors
- ✓ Ruler

You, the parent or guardian, will need to replenish these items throughout the school year, including markers and colored pencils if your child needs them.

PLEASE LABEL YOUR CHILDRENS CLOTHING WITH YOUR CHILD'S NAME

**Socks must be brought or worn daily
to be allowed to play on all equipment,
please have an extra pair in child's backpack.**

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**
- ✓ **Payments** – Each child's registration fee must be received
- ✓ **Payments** – Each child's first month'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 Records Checklist (this sheet)**

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME
PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER WHATEVER
NAME
CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED
ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

LIC 627 (5/01) (CONFIDENTIAL)

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME
PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER WHATEVER
NAME
CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED
ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

LIC 627 (5/01) (CONFIDENTIAL)

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

- CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME	DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME	DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS /HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
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DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST LUNCH DINNER	WHAT ARE USUAL EATING HOURS? BREAKFAST _____ LUNCH _____ DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
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IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

WORD USED FOR "BOWEL MOVEMENT"*	WORD USED FOR URINATION*
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PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE

DATE

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: _____

Licensing Office Address: _____

Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

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(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

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