

Parent Handbook



Helping families flourish.

February 2019

This handbook is written and approved by the One Life Church of the Nazarene Board of Directors and is subject to change. We will make every effort to notify parents of changes - please keep your contact information current with us. Thank you.

One Life Church
3245 S Kansas Ave Springfield, MO 65807
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Kids Connection: Helping Families Flourish

Hello, Parents!

The staff at Kids Connection Daycare and Preschool welcomes you and your family to our center! It is our vision to transform our community for generations to come by partnering with parents to provide the linguistic, cognitive, spiritual, and social development children need to flourish in life.

The childcare service we provide to the community is driven by our mission and the vision of how the little things we do each day can change the future of every family and every child we serve. Therefore, it is our goal to accomplish the following objectives:

- To provide a loving environment for every child who enters our doors
- To provide the best education possible to every child who enters our doors
- To partner with parents to ensure that the loving environment we are creating is an extension of their environment at home. This is done through intentionally modeling loving behavior, parental education opportunities, and being intentionally missional—understanding that only the gospel can truly transform.

Parents and children are very important to us, and we hope to make you feel like a part of our loving, caring community!

This handbook provides you with the policies and procedures that help our daycare best serve you, care for your child, and comply with all state regulations. Please read the following handbook carefully and thoroughly, knowing that these policies were instituted so that we can excel as a childcare center, and therefore provide the best care possible for your child.

Once you have read the handbook in its entirety, please sign the agreement page and return it to the office.

Thank you for being a part of the One Life Church family!

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Basic Information

Staff and Administration:

- Our center is staffed with responsible and caring individuals, with enough personnel to meet our Kids Connection teacher-to-child ratios at all times. (Our ratios meet or exceed state-requirements.)
- All our staff meet or exceed state requirements for medical and background clearances, CPR and first-aid training, and childcare classes.
- The Kids Connection staff is accountable to the oversight and administration of the One Life Church of the Nazarene Board. Our current staff includes:

Jil Kistler, One Life Church and Kids Connection Preschool & Daycare Administrator
Ashton Gilliam, Interim Director
Teresa Marbut-Fry, Lead Teacher

- We try to be readily available to answer questions and hear concerns. Please feel free to contact any of us. See “Communication” to learn how.

Ages/Rooms:

- Kids Connection is state-approved to accept a child from their second birthday through 12 years of age. Based on a child’s age on August 1 (Springfield Public School’s cut-off for kindergarten), we offer classrooms for 2, 3, and 4-5 year olds with classroom sizes of 7-10.
- *If space permits*, we allow older siblings to attend as a 4-5s teacher’s helper on public school’s snow days, holidays or breaks. Attendance *must* be approved prior to drop-off.

Enrollment:

- Enrollment forms must be completed before attendance can be allowed:
 - Although the state allows 30 calendar days from the first day of attendance for the medical examination, we request that every effort be made to submit it with the rest of the forms.
 - The state requires that each blank/box be completed on the state enrollment form. Please use “N/A” where things are “not applicable” and complete the rest with specific information including street numbers and full street names for emergency use.
- See “Tuition and Fees” for more information.

Hours:

- Monday through Friday, 7:00 AM to 6:00 PM year-round, with holiday exceptions.
- While we make every effort to be open during bad weather, the safety of our employees may make it necessary to remain closed, close early or delay opening on occasion. Please see “Weather” for additional information.

Holidays: We are closed the entire day for the following holidays to enjoy time with our own families!

- New Year’s Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (Eve and Day)

Tuition and Fees are due on Fridays for the upcoming week. We offer the following schedules and discounts:

Schedule	Weekly Tuition
Full time: 5 full days	\$140.00
Part time: 4 full days	\$120.00
Part time: 3 full days	\$98.00
Part time: 2 full days	\$67.00

10% One Life Church Member discount

10% Military discount

10% sibling discount is applied to all tuition for multiple children from the same family

Enrollment/Book Fee: Every August we bill each enrolled child \$50 for the new school year.

- New enrollments in August - Dec are subject to the \$50 fee per child.
- New enrollments in Jan-May, having missed the first semester, are billed \$25 per child.
- New enrollments for summer (June - August) *only* are billed \$25 per child.
- Our summer special waives the fee for those enrolling in June and July for the new school year, but they will be subject to the \$50 book fee in August.

Security: A \$10 deposit is required for each “key”card, allowing access during operating hours.

Extra-Time: We’re glad to add an extra day for your child *if space allows*. The day must be approved ahead of drop off and simply bumps tuition to the appropriate fee for that week.

Older siblings: Older siblings *may* be welcome at \$30 per day. (Lunch and snacks are included. See Ages/Rooms, above, for more information.)

Late payment fee: An unpaid balance after one week will be charged a weekly \$10 late fee until the account is caught up, or unless prior arrangements are made and upheld. (Please note that if tuition is two weeks overdue, the child will not be able to attend until payment is made.)

Late pick-up fee: A \$25 late pick-up fee is charged for any child left after 6:00pm. If it looks like you may be late, please let us know where you are and when you expect to arrive so we can plan staffing and helps alleviate the child’s anxiety about being left or their loved one being late.

Fees are reviewed annually and are subject to change.

See “Payments” and “Attendance” for more information.

Supervision of Children:

- At no time will a child be left unsupervised. If a child must be isolated from other children, he/she will be within the sight and hearing of a staff member, usually in the daycare office.
- Any Missouri childcare worker is a state-mandated reporter. Suspicion that a child is being abused or neglected must - by state law - be reported to the local children’s services agency. Your child’s safety is always our first concern.

Documentation Available for Review:

- Your child’s file contains information such as enrollment forms, authorizations, and behavioral reports. Mandated by the state, the file is kept for a year after the child leaves our care, and is accessible to daycare staff and state childcare offices. We also allow parental access, but always consider its information strictly confidential.
- Owned and operated by a religious organization, Kids Connection is license-exempt. We are required to pass all inspections from Child Care Regulation, Health and Sanitation, and Fire Safety though we strive to exceed all requirements set forth by our state.
- All state rules and regulations are available online for your review. Ask at the office for website info.

What To Expect:

Drop Off:

- A keycard is needed for front door access. Stop by the office if you need one for your enrolled student. Until it is activated, ring the doorbell to the right of the door and look at the camera please.
- Sign in: Your child *must* be signed in and out each day, and on the correct day.
 - Attendance sheets are used during emergencies to be certain your signed-in child is safe or that staff doesn’t risk their safety looking for a child who has already left.
 - Attendance sheets are legal records and required by the state. Arrows and squiggles aren’t allowed by the state so please be certain before you write. (We’ve even highlighted weekends and holidays to help you get the right day!)
 - The attendance notebook, alphabetical by last name, is kept at the front counter. Please note the child’s arrival time in the “Time Care Began” column.
 - See “Attendance” for more information.
- Time: Please note that arrival needs to be before 10AM (9:15 to get morning snack) unless prior arrangements have been made with the office. (See “Attendance” regarding late arrival.)
- You *must* accompany the child to a teacher for acknowledgement of the child’s arrival. This may be a teacher in the all-purpose room (through snack time) or his/her classroom.

Daily Schedules:

For ages 2-3:

7:00 Kids Connection opens; free play¹
 8:30 Bible verses & music time
 9:00 Morning snack² (see Food Services)
 9:30 Circle time, school learning & crafts, chapel (weekly)
 10:00 Drop-off time ends³
 10:15 Outdoor play⁴
 11:00 Puzzles, blocks, learning (3s curriculum), indoor play
 12:00 Lunch
 12:45 Nap/Quiet time (2s wake up @ 3:30, 3s follow 4-5s nap/snack time)
 3:30 Afternoon snack
 4:00 Outdoor play⁴
 5:00 Free play (until closing)

For ages 4-5:

7:00 Kids Connection opens; free play¹
 8:30 Bible verses & music time
 9:00 Morning snack²

9:30	Calendar, preschool curriculum & crafts, chapel (weekly)
10:00	Drop-off time ends ³ , zoo or library (monthly during the school year)
11:00	Outdoor play ⁴
12:00	Lunch
1:00	Nap/quiet time
3:00	Afternoon snack
3:15	Outdoor play ⁴
4:00	Free play (until closing)

¹ Please note that all “free play” is teacher-supervised and often contains many teacher-led activities.

² To keep to our busy morning schedule, children must arrive by 9:15 to receive morning snack. Please see “Food Services” for more information about meals.

³ To avoid disruptions to our school schedule, we cannot allow children to be dropped off after 10:00 without prior arrangements being made with the child’s teacher. Special arrangements must also inform us of lunch plans to be certain food is available for the child.

⁴ See “Appropriate Clothing” and “Weather” for more information.

Curriculum:

- The 2s classrooms engage in teacher-led and interactive learning of numbers, shapes, letters, manners, etc. with group activities and crafts.
- The 3s and 4-5s classrooms use Alpha Omega’s *Horizons* curriculum. Lessons begin with a Bible concept and flow into activities and academic subjects including social studies, language arts, math, phonics and science. Each 3s and 4-5s child is given their own workbook (cost supported by the enrollment/book fees) with 180 lessons for the school year. Teachers often add extra activities and crafts for classroom enjoyment, practicing classroom activity skills and kindergarten readiness.
- All but the younger 2s have weekly chapel. Actions songs are a favorite, with lessons based on the ABeka Bible curriculum.

Communication:

- **Personal** - It is important that parents and staff work together, communicating openly about your child. It is important to us to understand things happening in your child’s life so we can provide the best care. We will report any unusual changes in your child’s behavior or mood to you as well. *(We often communicate via notes left in your child’s cubby. Please look for them on a daily basis.)*
 - We appreciate being informed of any life transitions or changes your child may be experiencing and how they have affected his/her behavior at home.
 - **This includes informing the daycare if your child will not be attending that day/week due to illness, vacation, family emergencies, etc.**
 - Feel free to communicate
 - At drop-off or pick-up
 - By phone (417-882-5992)
 - By email (info@kids-connection.com)
 - Many teachers communicate with parents via texting.
- **Group** - Communication to all our families is achieved in a variety of ways:
 - Fliers, letters and announcements may be left on the counter by the sign in/out notebook. *Please note that the daycare is considered part of our One Life family and is always invited and welcomed for any church services and activities!*
 - Fliers, letters and announcement copies left on cubbies.
 - Our Facebook page (@KidsConnectionSPF)
 - E-mail (The attached form must be signed and returned for emergency notifications.)

Pick Up:

- Children may only leave with authorized persons - no exceptions.
 - He/she must be listed on the original enrollment form
 - Pick-up authorization changes must be submitted to the office in writing from the parent
 - In emergency situations, the parent may call to get a *one-use* code word that the pick-up person must have. He/she must also allow us to copy their valid driver's license.
 - Even if a pick-up person is authorized, if he/she is unfamiliar to staff we will ask for a valid driver's license for identification. Copies are kept in the child's file for future verification.
- Child must be signed-out on the attendance sheet at the front counter for the correct day.
 - Enter the pick-up time in the "Time Care Ended" column.
 - If the child is leaving for the day, initial in the "Parent Must Initial Each Day of Care" column.
 - If the child is leaving and returning the same day, enter the pick up time in the "leaving to return" column. Enter the time in the "returning to care" column when the child is dropped off again.

What To Bring:**All children:**

- A blanket (and small pillow, if desired) for nap/quiet time; these are to go home on the child's last day of the week for laundering.
- ONE favorite nap-time friend is welcome.
- Accidents happen and water play is tempting. Please bring two sets of extra clothing (including socks) for their cubby. An extra pair of shoes is preferred.
- Plenty of diapers/pull-ups and wipes, or at least two extra pair of underwear.
- Kids going through a tough adjustment time may be given special permission to have their nap-time friend during the day, but only with a teacher's approval through the adjustment period..
- See "Personal Belongings" and "Clothing" for more information.

Older 3s and the 4-5s PreK-K classrooms:

- A pencil box with crayons, safety scissors, glue sticks, and pencils.
- Please label the box and, when practical, the items in the box.

Policies:**Attendance:**

- If the child's account is two weeks past due, he/she will not be able to attend until payment is made.
- Other than holidays, we cannot offer refunds or discounts for absences.
- You will be charged regular tuition each week regardless of sickness, vacations, bad weather or circumstances other than holidays.
 - Part-time students who are regularly scheduled to attend on a holiday will earn a make up day:
 - Make up days *must* have prior approval from the office.
 - Make up days are subject to available space. This may mean the office cannot approve attendance until 10:00 am on the given day when another's absence can be verified.
 - Make up days must be used within two months of the absence.
 - Since full-time students are unable to make up holidays, they will be charged the part-time rate for three or four days - the number of non-holiday days that week.

- Late arrival: If arrangements have not been made for a child to arrive after 10:00 am, their space may be used as make-up or extra time for another student, making attendance unavailable for the late arrival. Be sure to make arrangements or call ahead if your child is going to arrive later than 10:00 am!
- Summer: To hold your child's spot over the summer, you may reduce your schedule to a part-time option or pay the fall book fee prior to leaving for the summer. If your child is completely disenrolled for the summer, we cannot guarantee availability for the fall.
- Automatic attendance disenrollment: If the child is absent for two weeks without communication with the office, he/she will automatically be disenrolled and a bill mailed for those two weeks absence. To avoid this, please give us two weeks notice before withdrawing your child.

Behavior and Discipline:

- Behavior:

We commit to provide a positive, nurturing, and safe environment so children may comfortably relate to one another and their teachers. We believe that helping each child learn self-control and healthy self-expression is extremely important. Our hope is that the children will grow in these disciplines through loving guidance and positive communication.

To ensure a fun, healthy, and safe environment, Kids Connection has a zero-tolerance policy when it comes to children harming themselves or others. Therefore, the following behaviors are strictly prohibited at all times:

- Pushing
- Hitting
- Biting
- Scratching
- Hair Pulling
- Choking
- Spitting
- Any other violent or harmful physical contact

"Zero-tolerance" at Kids Connection means that if any of these behaviors occur, they will be documented by a staff member and reported to the parent. Please understand that this policy is meant to include the parent as part of the Kids Connection team so we can work together to promote a fun, healthy, and safe environment for all our children. If concerns about a child's behavior or other circumstances arise, they will be documented and shared with the parent by notes, phone calls, or meetings if necessary. Kids Connection wishes to establish a collaborative relationship with parents by involving them in all concerns.

- Discipline:

Staff will take the following actions for misbehavior: redirection, time-out, child sent to the office, child sent home, and in rare instances, child is disenrolled. Most behavior can be resolved in the classroom using redirection and time-out. We are committed to understanding every child and realize that no two children are the same. If a child is unwilling to cooperate with his/her teacher, the child may be asked to go with a different teacher or to the office until he/she is calm and ready to cooperate. In the rare occasion of uncontrollable behavior, the child's parent may be called to help resolve the situation. At no time will staff spank a child or use harsh discipline procedures.

- Disenrollment:

Kids Connection will communicate with parents early and often about any behavioral or other issues in an effort to construct a positive plan to reduce problematic behaviors. However, disenrollment may occur due to:

- Child's Actions:
 - Persistent violation of prohibited behavior (see "Behavior" above)
 - Child unable to adjust to the program after a reasonable amount of time
 - Ongoing defiant, disrespectful and uncooperative behavior toward staff and other children
 - Ongoing uncontrollable tantrums/angry outbursts
 - Potentially dangerous or destructive behavior
 - Rather than disenrollment, the parent may choose to provide for a one-on-one paraprofessional at \$80 for an 8-hour day. This expense is in addition to all regular fees, but is assigned to the child only until his/her behavior around others can be trusted. The para would seek to foster the child's improved behavior and academic ability by developing a relationship of trust and self-regulation options with the child.
- Parental Actions:
 - Failure to abide by Kids Connection policies and requirements
 - Non-payment of tuition for two weeks
 - Demand for special services that are not provided to other children and cannot reasonably be delivered by Kids Connection
 - Lack of involvement and support when requested for behavioral issues
 - Physical/verbal abuse or intimidation toward staff or children

Clothing:

- Appropriate clothing will allow your child to move, be creative, and fully participate in all activities:
 - Provide comfortable use of all play equipment. Shorts under dresses are encouraged.
 - Provide comfortable use of all supplies - some craft activities can be messy. We have cover-up tees available, but clothing may still become stained.
 - Provide comfort for the weather and temperature during outdoor play.
 - Socks and shoes:
 - To be in compliance with Health & Sanitation regulations, we can never allow bare feet. Please avoid bringing your child in flip-flops, sandals, slippers, dress-up shoes or any other shoe that may easily fall off or feel uncomfortable. Shoes may come off for nap time *only* if socks are worn.
 - Closed toes and heels are required on the playground and preferred for indoor play.
 - It is important to us to protect your child's feet and decrease chances of tripping or slipping. Please check the fit and condition of shoes and laces often.
- Clothing, especially outerwear, should be labelled for health reasons. We do our best to keep kids from "sharing" items, but a child's insistence sometimes wins out if there is no name.

Emergencies:

- A parent will be contacted immediately for accidents and injuries that require more than basic First Aid. As a parent, you have the right and the ultimate responsibility to decide what action you want taken when your child is injured. We will also give you the choice of talking to or picking up a child if he/she has hit their head or is upset by a minor accident or injury.
- If a parent cannot be reached in an emergency or if we feel that immediate emergency medical assistance is required, staff will seek medical attention by calling 911. Any expenses incurred with emergency medical transportation or treatment will be paid by the parents.

- Should we have an emergency such as a tornado or fire, children will be quickly and safely led to designated places as outlined in our Emergency Plan posted in our facility. We have fire drills once a month and tornado drills once every three months to create understanding and alleviate fear.
- With new information out regarding safety during shootings, our intruder shooting policy is under review. You will be notified if our lock-down policy changes.
- In the event of an emergency or national disaster, all children will be kept at the center until they are picked up by a parent or authorized person, regardless of operating hours.

Food Services:

- Kids Connection offers morning snacks, lunches, and afternoon snacks that meet state nutrition regulations. All food costs are included in your weekly tuition. We are state approved to serve hot & cold meals. An updated menu is located on the parent board for your convenience.
- We strongly encourage our students to try healthy and new foods. Please notify us of any food allergies or aversions your child may have.
- A table is provided for children who need to eat before 8 a.m. and bring breakfast items in with them. After 8 a.m., uneaten food will be discarded.
- To be in compliance with Health & Sanitation Regulations,
 - Food from home cannot be shared with others.
 - Food still sealed in its original store container may occasionally be brought in and shared.
 - Food from home that is to be eaten after 8 a.m. must be handed to staff, to be placed in the kitchen and out of the reach of children.

Illness:

- By state regulation, the daycare is not allowed to permit attendance of children who are ill. If your child is noticed to be ill or becomes ill during attendance, the child is separated from other children, a parent is notified and expected to promptly pick him/her up.
- By state definition, "ill" includes:
 - a. More than one abnormally loose stool
 - b. Red or blue in the face or makes high pitched croupy or whooping sounds after coughing
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Tears, redness of eyelid lining or irritation, followed by swelling or discharge
 - f. Unusual spots or rashes
 - g. Sore throat or swallowing difficulty
 - h. An infected skin patch- crusty, bright yellow, dry or gummy areas of the skin
 - i. Unusually dark, tea-colored urine
 - j. Gray or white stool
 - k. Fever over one hundred
 - l. Headache and stiff neck
 - m. Vomiting
 - n. A child in the contagious period of a disease
 - o. Severe itching of the body or scalp
- Your child is considered ill until he/she is free of any of these symptoms for at least 24 hours OR the school receives a current doctor's note saying your child is not contagious and is able to attend school.

Medications:

We are able to administer over-the-counter or prescription medication to your child *only* with the completion of a medical authorization form, available in the front of the sign-in notebook or from the office.

- Medication must be in the original bottle/box with your child's name clearly labeled on it.
- Medications are safely stored in an area that is kept locked or otherwise inaccessible to children.
- Records are kept regarding which staff member administered the medication and when.

Payments:

- Due on Fridays for the upcoming week.
- There is a drop safe in the office (on the 2-drawer file, next to the metal cabinet)
- For your convenience, Kids Connection accepts:
 - Cash - Envelopes can be found on top of the drop safe.
 - Please label the envelope with the child's name, date, and amount being paid.
 - Take the cash and unsealed envelope to a staff member, count it together, and both staff member and parent initial the envelope to verify the information.
 - Seal the cash inside the envelope and slide it into the drop safe slot.
 - Checks and money orders can be dropped directly into the safe.
 - Debit and credit card one-time payments - authorization forms are next to the safe to be completed, folded and dropped into the safe. We will run the card within 48 hours and place a receipt on the cubby.
 - Debit/Credit card auto payments - an authorization form is attached or found next to the safe to be completed, folded and dropped into the safe. Since we run them manually, please note that:
 - Cards are typically run on Mondays for the current week. Occasionally it's Tuesday.
 - Cards can also be run bi-weekly or monthly for the upcoming week(s) - just ask in the office to set that up. Monthly cards are run the first Monday of the month for the number of Mondays in the current month.

Personal Belongings:

- Please understand that the daycare cannot be responsible for personal belongings that are lost, damaged, or stolen.
 - Other than the one nap time friend, personal toys are not allowed to stay past drop off. Children love to bring new toys to show their friends, but they must leave with the adult. If an adult inadvertently leaves them, they must remain in the child's cubby until pick-up.
 - Other than extra clothing/diapers and nap time items, we ask that personal belongings not be left overnight. Please take other items and papers every day at pick-up.
 - Nap time items are to be taken home each week, on the child's last day here, to be laundered and returned their first day the following week.
- For health reasons, we do not allow clothing or other personal belongings to be shared.
 - Please label all of your child's personal belongings, including over-the-counter products such as diaper creams and sunscreen, and outdoor play items such as coats, hats, and sunglasses.

Security:

- It is very important that you not allow person(s) into our building who are not in your party. It may be awkward to refuse entrance to another, but changes in pick-up authorizations are not publicized - *even if you recognize the person, please refrain from allowing another's entrance* when you enter or exit the building. To ensure the safety of our children, staff and facility, each entry must be authorized by keycard or staff's visual confirmation via the video doorbell.
- Misplaced keycards must be reported to the office for deactivation. Cards can be reactivated once we are notified that they have been found.

Weather: We closely monitor outdoor conditions and severe weather advisories, watches and warnings.

- Heat, cold, rain - If it is too wet, hot or cold for outside play, tables in the all-purpose room can be taken down for games and exercise. Please note:
 - Unless it is dangerously hot or cold, we try to get kids outside for even a few minutes to run. Please be sure they have appropriate clothing.
 - During the summer months we ask you to supply sunscreen and the necessary permission slip for your child. If they have it, we are faithful to use it.
- Snow and Ice - We will make every effort to be open during our business hours, however:
 - If extreme weather endangers staff who have to travel distances, it may be necessary to operate with a reduced staff. In such cases, children are accepted on a first-come first-serve basis if we are otherwise unable to stay within state-mandated adult-to-child ratios.
 - If closure is necessary to keep our whole staff safe, we will make that announcement as early as possible so arrangements can be made for your child(ren).
 - Facebook posts will be made (@KidsConnectionSPF)
 - E-mails will be sent (be sure to return your completed form, attached, and keep your address current with us)
 - Phone calls will be made as time and staffing allows
- Tornadoes - As practiced, children and staff move to the restrooms off the all-purpose room and remain seated with heads down and covered until the sirens cease.

Parent Policy Agreement with Kids Connection Preschool and Daycare

Please sign this form and return it with your enrollment forms. If we make any significant changes to the handbook, you will be notified in writing and asked to sign this form again.

I acknowledge that I have read and understand this Parent Handbook in its entirety. I have discussed any and all questions or concerns that I have pertaining to these policies with the director of Kids Connection Daycare, and therefore agree to comply with all policies contained herein.

CHILD'S NAME

PARENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

Media / Promotion Permission Form

On occasion, Kids Connection may want to post pictures or videos of our students to highlight recent events or promote the child care center to potential parents through our website and other digital, print, or audio mediums. Please complete the form below to keep for our records which students can and cannot be included.

Please check one of the options below and return to the daycare director.

_____ YES, you have my permission to include my child in promoting the daycare.

_____ NO, you do not have my permission to include my child in promoting the daycare.

NAME OF PARENT/GUARDIAN

NAME OF CHILD(REN)

SIGNATURE OF PARENT/GUARDIAN

DATE

Email Form

Please provide current and monitored e-mail addresses for emergency and weather-related notifications. We don't typically use our e-mail list for announcements unless it's a last-minute change in something important. Otherwise, we depend on other forms of communication as listed in the Parent Handbook.

Child's Name _____

Parent's Name _____

Contact Email 1 _____

Contact Email 2 _____

Contact Email 3 _____

Understanding the nature of the e-mails proposed, completion of this form is my permission to contact me or my family members at the above addresses.

Signature

Date