

# Little Learners Preschool Registration Form

2120 Sandhill Drive Shakopee, MN 55379 952-403-9732

The information requested on this form is necessary for proper care of your child. You are not legally required to supply this information; however, failure to do so will make you ineligible to receive family day care services from a licensed provider (MN Rule, Parts 9502-0300 to 9502-0445 Formerly Rule 2). The information requested will be maintained in a private manner and will not be released to anyone other than the licensing consultant without your prior written approval. The supervising agency is Scott County Child Care Licensing and can be reached at 952-445-7751.

Child's First & Last Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ DOB: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ DOB: \_\_\_\_\_

Child's First & Last Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ DOB: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Employer Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Employer Name & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Child lives with (circle one): Both Mother Father Other How did you hear about us? \_\_\_\_\_

## Financial Agreement

The parent(s) agree to provide a deposit of \_\_\_\_\_ which will be held until termination of the contract.

The parent(s) agree to provide a payment of \_\_\_\_\_ per week beginning \_\_\_\_\_. Payment will be made every Monday. Please refer to the policies form for more details on above financial agreements.

## Schedule & Services:

Drop off time: \_\_\_\_\_ Pick up time: \_\_\_\_\_ Days (circle all that apply): Monday Tuesday Wednesday Thursday Friday

Little Learners Preschool will provide beverages and breakfast, lunch, and a pm snack according to Food Program regulations.

Please list any allergies to food, drugs, bee stings, etc... (list type, symptoms and treatment): \_\_\_\_\_

Special Care Instructions: \_\_\_\_\_

## Emergency Contacts:

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_ This person is allowed to pick up child: Yes No

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_ This person is allowed to pick up child: Yes No

Name of all persons authorized to remove child from home: \_\_\_\_\_

## Health Records (Name, Address & Phone for doctors/hospital):

Pediatrician: \_\_\_\_\_

Insurance \_\_\_\_\_ Contract# \_\_\_\_\_ Policy# \_\_\_\_\_

Dentist: \_\_\_\_\_

Insurance \_\_\_\_\_ Contract# \_\_\_\_\_ Policy# \_\_\_\_\_

Hospital \_\_\_\_\_

Insurance \_\_\_\_\_ Contract# \_\_\_\_\_ Policy# \_\_\_\_\_

## Permission

Authorization: We the undersigned hereby agree to abide by the arrangements and authorizations so stated above. We have discussed the information required in rule part 9502.0405.

Signature of Day Care Provider \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent Admitting Child \_\_\_\_\_ Date \_\_\_\_\_

## Additional Permission

I authorize Little Learners Preschool to provide transportation for my child. Signature: \_\_\_\_\_

I authorize Little Learners Preschool to act in an emergency when the parent cannot be reached (health emergency syrup of ipecac, etc). Signature: \_\_\_\_\_

I give permission for my child to go on neighborhood walks and occasional walks to the park. Signature: \_\_\_\_\_

I have read and understand all the policies of the center. Signature: \_\_\_\_\_

I agree to give 2 weeks notice when I choose to have my child removed from the center. Signature: \_\_\_\_\_

I have read and agree to follow the health policies of the center. Signature: \_\_\_\_\_

I authorize Little Learners Preschool to administer sunscreen lotion, insect repellent, and diaper ointment.

Signature: \_\_\_\_\_

# Little Learners Preschool Policies Form

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*The provider shall have the following information available for discussion with parents. This information is required by MN Rule 9502, which governs the licensing of all MN family day care homes. A complete copy of Rule 9502 is available for parents to read upon request.*

## 1. **Ages and Numbers of Children:**

The licensed capacity allows 4 combined infants (0-12 months) and toddlers (12-24 months) but no more than 3 can be infants, 6 preschoolers (24 months-kindergarten) and 4 kindergarten/school-aged kids.

## 2. **Hours and Days of Operation:**

The school will be open Monday thru Friday from 7:45-5:30. When your child is enrolled, you must commit to a schedule for when he or she will attend. This allows us to plan for how many children will need care on a given day and time.

## 3. **Financial Policies:**

At the time of enrollment, one week's tuition is due for a deposit. The deposit will be held until termination of the contract. This fee is due to reserve a spot for your child and is non-refundable. The deposit will go towards your child's last week of care and we cannot issue a refund check. It is the policy of Little Learners Preschool to charge tuition in advance of the week that services are provided.

### **Vacation/Sick days/Severe Weather:**

It is necessary for Little Learners Preschool, as with any other educational institution, to budget for costs associated with the care of our children. Full tuition is required during vacations, sick days, severe weather closings and holidays. If your child's normal date of attendance should happen to fall on a holiday or severe weather closing, regular payment is still required. We also will not offer refunded tuition for days that your child is absent.

### **Holidays:**

Little Learners Preschool is closed for the following holidays, which have been taken into consideration in the overall tuition schedule and do not affect any changes in the fees for the week in which that day occurs: Good Friday, Memorial Day, 2 days for July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day. When the holiday falls on a weekend, we will close on the weekday designated as the legal holiday. Signs will be posted for reminders of these closings.

### **Late Payment Fee:**

Tuition is due on Monday for that week of service. A late fee of \$15 will be charged to accounts that are past due. Accounts that are not paid two consecutive weeks will have the enrollment of the child canceled and Little Learners Preschool will pursue collection\* for the unpaid balance. Bounced checks will have an additional \$15 fee.

### **Late Pick-up Fees:**

Children are expected to have been picked up by 5:30 (or their designated pickup time)...the doors need to lock at 5:30. A late pick up fee will be charged for each child in care after closing time but this should be used in case of emergency only. Make sure you have a backup plan in case you will be late so your child is still picked up by 5:30. The fee is \$10.00 per child for every fifteen minutes. Please remember that our staff has a schedule of their own to keep and shouldn't be expected to stay late!

### **Termination Procedure:**

The Little Learners contract may be terminated by either parent/guardian or provider by giving 2 weeks written notice in advance of the ending date. Payment by parent/guardian is due for the notice period (2 weeks tuition), whether or not the child is brought to the provider for care. The provider may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract.

*\*Little Learners Preschool reserves the option to pursue payment on any account balance that is two or more weeks past due. The family will be responsible for reimbursing Little Learners expenses incurred during this collection process including but not limited to administrative and collection costs, filing and attorney's fees. Little Learners Preschool also reserves the right to charge interest of 2% per month on the balance of the money that is owed.*

## 4. **Meals and Snacks:**

Breakfast, lunch and an afternoon snack will be provided. Food, lunches, and bottles brought from home must be labeled with the child's name and refrigerated when necessary. Bottles will be washed after use. Food served during the day will include servings from each of the basic food groups and as directed by the Food Program.

## 5. **Sleeping and Rest Arrangements:**

Infants will sleep in cribs and portable cribs with wooden slats no further apart than 2-3/8 inches. Mesh-sided playpens must not be used for the care or sleeping of infants or newborns. Toddlers/Preschoolers will sleep on mats. Clean, separate bedding must be provided for each child in care.

## 6. **Smoking:**

Smoking is not permitted in the residence during child care hours.

## 7. **Pets in the Residence:**

There are 2 dogs that live here...a Yorkshire Terrier and a Yellow Lab.

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## 8. Care of Ill Children:

- A. The provider shall notify the parent immediately when a child in care develops any of the following symptoms:
1. Underarm Temperature of 100°F or over, or an oral temperature of 101°F or over.
  2. Vomiting
  3. Diarrhea or
  4. Rash, other than mild diaper or heat-related rash
- B. The provider shall comply with the following health requirements:
1. Keep immunization records for each child in care, using forms provided by the County.
  2. Obtain written permission from the child's parents prior to administering medicine, diapering products, sunscreen lotions, and insect repellents.
  3. Obtain and follow written instructions from a licensed physician or dentist prior to administering each prescription medicine. Medicine with the child's name and current prescription information on the label constitutes instructions.
  4. Notify Scott County Public Health Nursing (496-8520) or Minnesota Department of Health of any suspected case of reportable disease as specified below.
  5. Provider shall follow written instructions from an authorized agent or the physician of an ill child placed in the provider's care if the child has any of the illnesses listed below.
  6. Inform a parent of each exposed child the same day the provider is notified a positive diagnosis has been made for any of the illnesses or parasitic infestations listed below.

### The following diseases are reportable in Minnesota:

Acquired Immune Deficiency Syndrome (AIDS)	Herpes simplex infection (for infants less than 30 days of age only)	Psittacosis
Amebiasis (Amebic Dysentery)	Histoplasmosis	Q fever
Anthrax	Human Immunodeficiency Virus infections (HIV)	Rabies
Babesiosis	Influenza (unusual case incidents or laboratory confirmed)	Retrovirus infections
Blastomycosis	Kawasaki Disease	Reye Syndrome
Botulism	Lead poisoning	Rheumatic fever
Brucellosis (Undulant Fever)	Legionellosis (Legionaire Disease)	Rubella and Congenital Rubella Syndrome
Campylobacteriosis	Leprosy (Hansens Disease)	Rocky Mountain Spotted Fever
Chancroid	Leptospirosis	Salmonellosis (including typhoid)
Chlamydia trachomatis	Listeriosis	Shigellosis (certain types of food poisoning)
Cholera	Lyme Disease	Staphylococcal (outbreaks only)
Diphtheria	Malaria	Streptococcal disease (neonatal)
Diphyllobothrium latum	Measles (Rubeola)	Syphilis
Encephalitis	Meningitis (Infectious)	Tetanus (lockjaw)
Enchinococcosis	Meningococemia	Toxic Shock Syndrome
Escherichia coli (pathogenic) –E Coli	Mumps	Trichinosis
Giardiasis	Mycobacteriosis	Tuberculosis
Gonorrhea (venereal disease)	Pertussis (Whooping Cough)	Tularemia (plague-like disease)
Haemophilus influenzae	Plague	Typhus
Hemolytic Uremic Syndrome	Poliomyelitis (Polio)	Yellow Fever
Hepatitis (all viral types)		Yersiniosis

### C. Little Learners Preschool Health Exclusion Policy

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1.) A physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the center, or 2.) Symptoms have subsided for 24 hours or the treatment has started, using the following guidelines. Your cooperation in these health matters is greatly appreciated. If ALL parents keep sick children home, our families and staff will remain healthier and happier. This means fewer lost work days and illnesses for parents. These policies are taken from the Departments of Human Services and Public Health.

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## **If your child develops...**

**Fever**-101 Fahrenheit or higher temperature of undiagnosed origin before fever reducing medication is given. Keep child home until the fever is normal without fever reducing medication for 24 hours.

**Respiratory symptoms**-Difficult or rapid breathing or severe coughing that is constant and prevents the child from participating in activities. Keep child home until coughing, breathing difficulties and/or other symptoms no longer affect normal activity.

**Vomiting**- (Any) Keep home until 24 hours after vomiting has stopped.

**Diarrhea**-3 abnormally loose stools in the previous 24 hours. (Parents called after 2 at the preschool.) Observe the child for other symptoms. Keep the child home for 24 hours after the last watery stool.

**Rash or Skin Problems**- Keep child home until rash disappears or is diagnosed as not contagious. Follow doctor's treatments.

**Conjunctivitis (Pinkeye)**-Tears, redness of eyelid lining, irritation followed by swelling and discharge of pus. Keep child home 24 hours after treatment begins.

**Head Lice**- Keep child home until first treatment is completed, no live lice are seen.

**Strep Throat/Scarlet Fever**- Keep child home for 24 hours after treatment begins and child is without fever.

**General Lethargy**-When a child is not able to participate in activities with reasonable comfort and requires more care than the program staff can provide without compromising the health and safety of other children. Keep child home until condition improves.

## **9. Insurance Coverage:**

Little Learners Preschool has day care liability insurance in the amount of \$100,000 per person and \$250,000 per occurrence.

## **10. Helpers and Substitutes:**

The provider will arrange for a substitute during vacations and holidays. All backup care staff will have background checks according to County licensing regulations.

## **11. Transportation Plans:**

Each child will be securely fastened in an appropriate passenger restraint system as described in the Day Care Rules. No child is permitted to remain unattended in any vehicle. The "Registration Form" contains a section for parents to authorize the provider to transport child(ren). Children will only be transported in case of emergency. If any other field trip opportunities arise, a separate consent form will be signed by the parent(s).

12. The provider has made emergency, fire and storm plans, and keeps a monthly fire drill log, using forms provided by the County.

13. When admitting a child to day care, the provider and parents shall discuss child rearing, sleeping, feeding and behavior guidance practices essential for the care of the child.

14. Special instructions from the parent shall be obtained in writing and followed about toilet training, eating, sleeping or napping, allergies, and health problems.

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## 15. Mutual Agreement:

### As daycare providers, we agree to:

- Give your children careful attention, affectionate care, and stimulating things to do so they will experience happy, healthy development while they are in our care.
- Furnish nutritious meals at regular mealtimes and appropriate snacks.
- Give you reasonable notice, except in an emergency, if I request the removal of your children from our care.
- Keep you informed of your children's progress and problems.
- Cooperate with you in planning for the needs of your children.

### As parent(s), I (we) agree to:

- Inform you in advance if the children cannot be brought in or picked up at the regular times.
- Inform you if someone other than the children's parents will be picking them up.
- Make sure there is always a clean change of clothing for the child.
- Provide any special food, clothing, or equipment (such as baby food, bottles, diapers, etc) that is needed for the child.
- Report any change of address or telephone number at home or work.
- Inform you at least 2 weeks in advance before removing the child from your daycare.

## 16. Reporting Notification:

Child Abuse: The reporting of suspected child abuse situations is a personal obligation as well as a professional and legal one. Minnesota State Statute 245A.145, Subd. 1. requires that any employees report any form of physical, sexual or emotional abuse or neglect of any child in our care. When an employee has reason to believe or suspect maltreatment has occurred, we will immediately, meaning as soon as possible but in no event longer than 24 hours, contact and make a report to the following:

Scott County Social Services Intake at 952-445-7751 or  
Local Law Enforcement (police or sheriff) or  
Scott County Child Care Licensing at 952-445-7751

Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow me to find alternate transportation. We cannot legally withhold a child from a parent or legal guardian; however, we will not hesitate to call the police if it is felt the child is in jeopardy.

Parents may receive verbal or written reports from us about your child having bruises or scrapes without needing to fear that I suspect you of abusing your child(ren). The notices are just to alert you of any injuries noticed and also to protect Little Learners Preschool from mistaken accusations of abuse.

Complaints about the operation of a child care program: Communication between parents and the provider is essential if your child is to receive consistent, nurturing care. It is important to share openly any concerns or questions that may arise. It is important that there is a similar child care philosophy between the caregiver and provider. We welcome questions, feedback or discussions of any kind that affect a positive outcome for the child.

If concerns cannot be satisfactorily resolved between us, you may take your concerns to the following agencies:

Scott County Social Services Intake (for reporting of suspected maltreatment) 952-445-7751  
Scott County Child Care Licensing 952-445-7751

Minnesota Department of Human Services, Licensing Division 651-296-3971

## 17. Nondiscrimination practices:

The provider shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

We agree to all of the policies listed on pages 1-4.

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

Provider Signature \_\_\_\_\_ Date \_\_\_\_\_