

Columbia Elementary

Little Zebbie's Daycare

Enrollment Packet



Rochester Community School Corporation
Rochester, Indiana

Our Mission: Little Zebbie's Daycare is a family-centered program dedicated to creating a safe, nurturing, and engaging environment where children can learn and grow. We believe in the power of play as a foundation for learning, supporting each child's social, emotional and developmental needs through meaningful experiences

Licensing Information: Little Zebbie's Daycare operates under a Legally Licensed Exempt Provider (LLEP) license through the state of Indiana and follows all applicable guidelines and regulations

Rochester Community School Corporation Rochester, Indiana

1. Child's Full Name: _____

*A separate enrollment form will be required for each child.

2. Parent/Guardian(s):

Name	Number	Workplace address	Work number

All others authorized to pick up child:

Name	Number	Address

Emergency Contact(s)

Name	Number

3. Child's Sex (check one) _____ Male _____ Female

4. Home address:

5. Child's birthday _____

Example: October 1, 2020

6. Number of Days Agreed Upon:

Days of attendance (if known):

7. Amount of Rate Agreed Upon:

See Daycare Director

8. What language is spoken at home:

9. Have there been any recent changes in child's life:

10. What is child's favorite activity:

11. What helps calm your child down when they are upset:

12. What's your child's general daily schedule:

13. What are some things you would like your child to learn/explore while at daycare?

Example: Simple sign language and sensory experiences

14. Has your child attended daycare previously? Check one _____ yes _____ no

15. How do you like to handle discipline at home?

Updated Tuition Agreement and Payments

Weekly Tuition Rates

1. **4-5 Days Per Week:**
 - **New Rate:** \$125/week for the first child.
 - **Additional Child:** \$62.50/week.
2. **1-3 Days Per Week:**
 - Rate will not fluctuate due to student absences.
 - Rate will be agreed upon with Daycare Director and parent based on expected attendance
 - **New Rate:** \$25/day

Fees and Payments

3. **Returned Check Fee:**
 - \$25 fee for returned checks.
 - Future payments must be made with cash or cashier's checks after one returned check.
4. **Late Payment Fee:**
 - \$5/day starting on the 5th day of nonpayment.
 - If payment is not received within 15 days of the due date, contract termination notice will be given.
5. **Payment Methods:**
 - Payments can be made by check, cash, or money order to Columbia Elementary School.
 - Include your driver's license number on the check.
 - Payment is expected each Friday
6. **Holiday and School Breaks:**
 - The weekly rate applies even during weeks with holidays such as Labor Day and Memorial Day.
 - If school is in session for only 3 days in a week, the daily rate of \$15 applies.
 - No tuition is paid over breaks when the daycare is closed.

Policies

7. **Termination Policy:**
 - 15 days written notice is required to terminate the contract.
 - Payment is expected during the 15-day termination period.
 - Immediate termination if the parent's employment is terminated.
8. **Operating Hours:**
 - Monday through Friday, 7:15 AM - 4:00 PM.
 - Closed during school breaks and follow the school schedule for delays/closings.
 - If staff are required to work during the regular school calendar, the daycare will be open.
9. **Late Pickup Policy:**
 - \$1 per minute charge for pickups after 4:00 PM.
 - If a child is not picked up within 30 minutes after closing, Child Protective Services will be contacted.

Eligibility

- To be eligible for Little Zebbies Daycare, the parent/legal guardian must be a full-time employee of RCSC.

Parent/guardian initials: _____

Age Requirements

- Children enrolled in the 3 year old classroom must turn 3 years old on or before August 1st in accordance with state guidelines.

Parent/guardian initials: _____

Pick Up and Drop Off

24. List any adults authorized to pick up your child. above Persons other than the authorized adults will need written permission by the parent/legal guardian to pick up from the daycare. If a court order exists preventing a particular individual from having contact with a child, the Daycare shall comply with the order. Please provide a copy of the court order for the child's file.

25. Pick up and drop off procedure: Drop off and pick up from daycare will happen in the classrooms. Parents should have a keycard with access to enter. Please put in a work order if the key is not working or talk to the daycare director. Cutoff time for arrival for students is 10am. If your child will be later than that, please bring a doctors or appointment note.

*Parent/guardian initials _____

Supplies Needed at the Daycare

26. **Diapers, Wipes & Cream:** It is the parents' responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check daily sheets to see if or when your child needs more diapers, wipes, and cream. Each child has her or her own labeled diaper bin. Snot suckers may also be left in the infant room if needed.

27. **Blanket** for nap time (12 months and older only.) Infants 12 months or younger may bring a sleep sack or a light blanket. Note: Children are expected to remain in the classroom during nap time, if they do not sleep during nap time, they will need to remain in their cots and find a quiet activity.

28. **Food:** bottle, milk/breast milk, snacks, lunch (3 years and older may purchase school lunch, you will need to set up a lunch account with funds in order to use this option). Fridge is provided

for all foods brought. Food cannot be microwaved. Please cut up fruits and vegetables before sending them to school.

29. Pacifiers & Teething rings: If a child uses a pacifier to soothe or is teething. Pacifiers will only be allowed during nap time in the toddler room, this is to help mitigate the spread of germs.

30. Toys and Personal Possessions:

a. Please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it's the child's personal toy at school. We are not liable for toys brought from home.

b. Please do not ask if your child can take toys home. Daycare toys stay at the daycare.

*Parent/guardian initials _____

Illness and Communication

31. Unsafe behaviors: any repeated unsafe behaviors (such as biting and pinching) may result in termination if behaviors do not improve despite intervention efforts. We understand that with this age these behaviors are often a form of communication, however, to keep the classroom a safe space we will have to take action. We will develop unique plans with each child.

A) On the first count the parent will be verbally told of the incident. As well as a written statement and approaches attempted by staff.

B) On the second count the parent/guardians and daycare director must come up with a plan to stop this behavior. Including prevention strategies and punishment. As well as a written statement and approaches attempted by staff.

C) The third count the parent/guardian will receive a written warning noting termination of contract under any more instances. This note will include documentation of incidence.

D) Should a fourth incident occur; the parent will receive a 14-day notice.

32. RCSC reserves the right to search any backpack, purse, fanny pack, handbag or any other item designed to carry personal belongings at all RCSC functions to ensure the safety of all in attendance.

Medical Services

33. Nurse's Clinic: The goal of our Nurse's Clinic is to keep students comfortable, safe, healthy and learning. With this in mind, we may provide various first aid and/or hygiene products according to the student's needs. These could include over the counter topical itch creams, antibiotic ointment, redness relief eye drops, oral relief gel, or burn gel, etc. You may contact your school nurse for further information on what products might be used in the clinic. **If there**

is a particular product that shouldn't be used on your child, please notify the School Nurse in writing immediately. Students will be treated and returned to class immediately in most circumstances. If seriously ill or injured, the student may remain in the clinic to rest and rehabilitate with the hopes of returning to class, otherwise a parent/guardian or designated emergency contact will be notified that the student needs to be sent home from school. If a student contacts their parent/guardian during the school day to be picked up for illness but has not reported to the school nurse for assessment, the occurring absence will be unexcused. Students must obtain a pass from class in order to see the Nurse. During passing period the student should check in with the next teacher and get permission to see the Nurse. If proper procedure is not followed it will result in tardiness and the student being unaccounted for.

Allergies: If your child has an allergy, a Physician's order is required in order for accommodations to be made. This order will remain in effect for the entirety of the student's time at Rochester School Corp. If the allergy has resolved, another Physician's order is required to stop accommodations. We cannot solely accept parent requests due to new laws and regulations.

Emergency Medication: Each school is equipped with an automatic external defibrillator (AED) in case of cardiac emergency, and stock epinephrine (EpiPen) in case of anaphylactic allergic reaction. If your child has a known allergy and uses an EpiPen or similar product you must provide this to the school nurse so that a specific plan of care can be made for your child.

Head Lice: If your child is found to have head lice, the nurse will work with you and let you know what needs to be done. Our policy on this can be found at Zebras.net policy #8451 - PEDICULOSIS (HEAD LICE)

Immunizations: Students need to be immunized as required by the state of Indiana in order to attend school. Parents and/or students will be notified of requirements in advance. On or by the first day of school, proof of immunization is required. Immunizations need to be entered into the state database (CHIRP) by the health care provider or documented proof must be provided to the school. If the student is not in compliance as of the first day of school, communication with your school nurse is crucial as the student risks exclusion from school for noncompliance.

Medications: All medications taken at school need to be administered through the health office. Only Food and Drug Administration (FDA) approved medications will be administered.

Students may not carry any medications including cough drops with them at school or store in lockers, or back packs, etc. All medications need to be submitted to the Nurse's office with a signed medication consent form or a permission letter stating the medication, dosage, time to be given, dates to be used and parent signature. Consent forms can be found on Zebras.net or supplied by the school. All medications must be in the original bottle/container. Prescription medications must have the pharmacy label or doctor's order with the child's name, name of medication, the correct dosage, and the instructions for administration. Elementary through Middle School students may NOT transport medication to school, and parents/guardians need to pick up medications from the school.

All communicable diseases such as pink eye, fifth disease, strep, etc. will follow the RCSC Policy, per the IDOH guidelines. Students will be excluded from school activities until examined

by a healthcare provider approving readmission or by completing the maximum period of communicability as outlined by the IDOH.

To ensure the comfort, safety, and well-being of all children in our care, children showing signs of significant discomfort, including persistent or excessive crying, may be sent home if we are unable to soothe or identify the cause. If a child is suspected to have an ear infection or is experiencing ongoing distress, we may request that the child be evaluated by a healthcare provider before returning to care. This helps us ensure your child receives the attention they need and minimizes the spread of illness or discomfort in the classroom.

To protect the health and safety of all children and staff, the following guidelines will be used:

- Fever: 100.4°F or higher requires the child to go home and remain home until fever-free for 24 hours without medication.
- Diarrhea: Child must go home and be symptom-free for 24 hours.
- Vomiting: Must be vomit-free for 24 hours before returning.
- Other symptoms: Persistent cough, excessive mucus, fatigue, or inability to participate may require exclusion.

Children must be symptom-free for 24 hours without medication before returning. The daycare reserves the right to require a doctor's note if needed.

The school nurse is available for consultation and recommendations. Diagnosis and treatment are prescribed only by the student's family doctor.

34. Daycare Communication: Good, open, and regular communication is at the heart of any good childcare provider and parent team. Daycare employees work 7:15-4:00. During that time, they will do their best to answer emails and phone calls, but please keep in mind they are caring for your child during that time. If there is an immediate need, please call the school or classroom directly. If calling in a sick child please leave a message at the Columbia office or Daycare Director via Seesaw. Otherwise, a note, or email is best and will be answered as soon as possible.

35. Please understand that sometimes a classroom teacher may miss work and a substitute teacher will be provided on these days to ensure care for the children. We, the daycare provider, will ensure the substitute teacher has been interviewed and has a background check on file with RCSC.

36. The Daycare is required by law to report any suspected child abuse or neglect to Child Protective Services.

37. All information pertaining to admission, health, family, or discharge of a child is confidential

*Parent/guardian initials _____

Agreement and Renewal of Contract

38. This contract will be updated each school year. Each year will need to complete the contract by 4:00pm on the last day of school in order to hold your spot for the following year. Any open spots will be filled on a first come, first serve basis. By signing this agreement, I/we understand and hereby agree to comply with all of the policies and procedures of the daycare and RCSC with regards to fees, health, attendance, and other items specified in the parent-provider contract/enrollment application. This contract will be entered into at the time of enrollment or when the parent-provider contract is signed by parent(s)/guardian(s) and provider. This contract between the parent and provider will be considered over on the last day of a 15-day notice given by either parent or provider, immediate termination due to gross misconduct, or the last day of school. I/we understand that regular payment rates apply for parent vacations, parent sick days, and weeks with the minimum days agreed upon above. I/we understand that no refund of payment can be given and that my child's scheduled days of enrollment cannot be switched around on a weekly basis.

39. By signing this enrollment agreement I understand that I am enrolling my child in Columbia Elementary, Little Zebbie's Daycare.

*Parent/guardian initials _____

All legal parent(s)/guardian(s), sign below to complete the contract. Return the contract to Daycare Director or drop off at the Columbia Elementary office during regular office hours. Include the first week's daycare payment, if all payments are made throughout the year this deposit will be used as your last week's daycare payment.

*Parent/guardian signature: _____

*Parent/guardian Written Name: _____

*Parent/guardian signature: _____

_____ *Parent/guardian Written Name: _____

*Date signed: _____

Office use only

Student is accepted into daycare: _____ yes _____ no

(If not accepted, explain) _____ Room

assignment: _____ infant room _____ toddler room

Parent notified of acceptance: _____ yes _____ no

Date of notification: _____

Form of notification: _____

Columbia Elementary - 1502 Elm Street - Rochester, IN 46975 574-223-2501

*Parent/guardian Written Name: _____
