

SOUTH BARRINGTON PARK DISTRICT

**Preschool and Childcare
Student Enrollment Form**

Child's Name: _____ Nickname: _____

Date of Birth: _____ Age: _____ Gender: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____

Physician's Name: _____ Phone #: _____

Address: _____

Mother's Information
Name:
Cell Phone #:
Employer's Name:
Employer's Phone #:
Employer's Address:
Work Hours:

Father's Information
Name:
Cell Phone #:
Employer's Name:
Employer's Phone #:
Employer's Address:
Work Hours:

For Staff Use	
Program Name:	_____
Schedule: Mon _____ Tue _____ Wed _____ Thu _____ Fri _____	
Start Date: _____	End Date: _____
Registration Fee Amount: _____	Date Paid: _____
Deposit Amount: _____	Date Paid: _____

SOUTH BARRINGTON PARK DISTRICT

**Preschool and Childcare
Pick-Up Authorization and Emergency Contact Information**

I authorize the following people to pick up my child, _____.
(Child's Name)

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

In case of emergency, please notify the following people when a parent/guardian cannot be reached:

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Additional Comments: _____

Parent/Guardian Signature: _____ Date: _____

The South Barrington Park District • 3 Tennis Club Lane • South Barrington, IL 60010
Phone: (847) 381-7515 • Fax: (847) 381-2824

Preschool & Childcare House Account and EFT Form

Child's Name: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____

I authorize my bank to make my **payment on a monthly basis** by the method indicated below, and post it to my account.

Checking Account (Please attach a voided check.)

Bank Name _____

Bank Address _____

City/State/Zip _____

MasterCard Number: _____ - _____ - _____ - _____

Expiration Date: ____/____/____ Credit Card Identification Digit*: _____

Visa Number: _____ - _____ - _____ - _____

Expiration Date: ____/____/____ Credit Card Identification Digit*: _____

***Required: This is a three digit number found on the back of your credit card.**

I understand that I am in full control of my payment, and if at any time I decide to make any changes to the EFT service, I will send the information in writing to The South Barrington Park District. Changes of payment method will not affect other provisions and terms of my agreement with the preschool and daycare department. **EFT payments are made on the 7th of each month.**

Signature _____ Date _____

**SOUTH BARRINGTON PARK DISTRICT
Preschool and Childcare
Background Information Questionnaire**

Child's Name: _____

In order to serve your child's needs in the most appropriate manner, we have included this brief questionnaire. Please take a few minutes and share with us information which will help us to understand your child. The more thorough knowledge we have of your child's social, emotional, physical and cognitive development, the better we are prepared to meet your child's needs. All information given on this questionnaire will be used solely by the staff and will remain confidential.

1. What does your child like to be called? _____
2. How many people live in your household? _____
What is their relationship to your child? _____
3. Is either parent away from home more than the normal working day? YES NO
4. Are there any unusual situations at home that might result in added tension or stress? (for example: illness, new sibling, moving, death, etc.) _____
5. Does your child have any fears? _____
6. What are common methods of discipline used in your household?
 Isolation Scolding Reasoning Rewards Spanking
7. What types of behavior do you mostly discipline? _____
8. What responsibilities does your child have? (putting toys away, caring for personal needs, dressing, etc.) _____
9. Has your child ever had a serious injury? _____
10. Is there any physical condition that might hinder your child's participation in school?

11. Is your child on any medication? _____
12. Does your child have allergies? _____
13. Does your child prefer to: Play alone *or* Play with a group
14. What are the playthings that your child plays with most?

15. What are the playthings that least interest your child?

16. On average, how many hours of T.V. does your child watch? _____
What T.V. programs does your child watch? _____
17. Is your child interested in computers? Yes No
What computer games does your child like to play? _____
18. Is your child interested in books? Yes No
19. Does your child eat well? Yes No
What are your child's favorite foods? _____

Kids Kare

Kindergarten Konnection

Kids Klub

Mission Statement:

The South Barrington Park District is committed to providing an environment that promotes social, emotional and academic growth. Our programs empower children to become independent and self assured individuals.

Thank you for your interest in the South Barrington Park District's early childhood programs. Our classes offer multiple content areas that encourage active involvement and offer hands-on exploration to ensure physical, social, emotional and intellectual growth. This parent handbook includes the following programs:

Early Childhood / Child Care

Kids Kare (ages 3-5)

Kids Kare Kindergarten (Kindergarten)

Kids Klub (grades 1 -5)

Enrollment Procedures

An initial program request form is required to enter any of our programs, with a non-refundable registration fee of \$100. A start date must be given and additional forms and waivers must be completed. All children must have a completed physical, an emergency form, a family questionnaire, center guidelines and policy forms and center waivers and releases on file. This information is confidential and will not be released to anyone without parental permission.

Arrival Procedures

Parents are requested to walk their children into the center. A sign-in book is located in each classroom. Plan to spend a few minutes with the teacher and your child before leaving for work. Those extra minutes often make a lot of difference in the way your child's day begins. Children in our school-age program will also be required to sign-in upon arrival.

Departure Procedures

Parents must come into the center to pick up their child. A sign-out book is located in each classroom. The first few times you come to the center, please understand that staff may need to ask for identification. After a week or so, staff will know you and your child. Please be prepared to show identification at all times. If you are unable to pick up your child, prior notice must be given, in writing, of the name(s) of the individuals to whom we can release your child. These individuals must carry identification. If an individual is not on your list and we do not have their name in writing, we WILL NOT release your child. If this situation occurs, every attempt will be made to reach you. This policy is in place to ensure the safety and protection of your child.

Billing Procedures and Late Fees

The monthly billing is calculated by counting the number of Mondays in a month and multiplying by your weekly fees. Families in our program are given an account and billed monthly. Payment is due on the first of the month and may be mailed in or paid at the park district front desk. No credit will be given for occasional absences. However, if your child becomes sick for an extended period, the center director will review each situation on an individual basis.

Our center hours are from 7:00am - 6:00 pm. Fees for late pick-up will be charged to your account at the rate of \$1.00 per minute. Please respect the hours of the center. The staff has worked hard throughout the day and needs to leave on time. Thank you for your understanding.

In case of sickness or medical emergency

At all times, we will maintain a healthy environment for all the children in our care. However, from time to time, children will get sick. When your child gets sick while in our care, the director will immediately try to contact the parents. If the parents cannot be reached, the director will contact the names that have been listed on the emergency form. If no one can be reached, the child will be moved to the director's office. All efforts will be made to make your child comfortable in the meantime. We do ask that when we call, the parent or another authorized individual comes as quickly as possible to pick up your child. If your child is experiencing runny noses, diarrhea, vomiting, fever or other symptoms of the flu, please do not bring them to the center. We need to respect the other children in our care. If your child is hurt or injured at our center, basic first aid will be given and an incident report will be written up for our records. The parent will be called and the injury explained. Be assured that we will take all measures to maintain a safe environment and keep your child injury free.

To report a child absent, please call the classroom numbers listed below.

<i>Kids Kare</i>	(847) 381-7515, ext. 17
<i>Kindergarten Konnection</i>	(847) 381-7515, ext. 23
<i>Kids Klub</i>	(847) 381-7515, ext. 57 or (847) 471-2986

Emergency Care

In case of a medical emergency, we will transport your child to St. Alexis Medical Center in Hoffman Estates, unless different instructions are given. If we have to transport your child, a staff member from the center will stay with your child until you arrive.

Medication

It is the policy of the South Barrington Park District not to dispense prescription or non-prescription medications. However, with written permission, the child may self medicate under the observation of the director. Medications need to be in their original container with an attached note from the parent. All medications will be stored in a locked container in the refrigerator.

Staff

Our teachers are trained in early childhood. They love and understand children and are skilled in implementing the programs described here. All of our teachers have a college background in early childhood and are certified in first aid and CPR. Every attempt is made to create a warm and loving environment in which children will learn while developing a sense of self esteem and security.

Field Trips

On occasion, field trips are taken while children are in our programs. Each child **must** have a signed permission slip in order to participate. Our mode of transportation is by park district van or by Barrington Transportation, the local bus company. It is the policy of the South Barrington Park District not to transport children under the age of four. Children not meeting this age requirement will remain at the center.

Calendar

Our center is open from 7:00am to 6:00pm, Monday through Friday. We are closed on the following days:

- Labor Day
- Thanksgiving Day
- Thanksgiving Break
- Christmas Holiday Break
- New Year's Day
- Good Friday
- Memorial Day

Inclement Weather/Snow Days

In the event of inclement weather, the South Barrington Child Care programs follow District 220's emergency closing. All child care programs will be canceled if school is canceled in District 220. Please go to www.emergencyclosings.com to confirm facility closings. Emergency closings during Winter Break, Spring Break and on programs held on Days Off School will also be posted on this web site.

I have read and agree to the above procedures and guidelines of the South Barrington Park District.

Signed _____ Date _____

SOUTH BARRINGTON PARK DISTRICT

Preschool and Childcare Guidance and Discipline Policy Section 407.270

- a.) Preschool and Daycare staff members have an obligation to provide the safest conditions for the participants in our programs. These children are entrusted to us for a period of time while their parents or guardians cannot be with them. This is a huge responsibility and cannot be taken lightly.

Limits and consequences shall be clear and understandable to the child and consistently enforced. Occasionally, children need guidance and re-direction when their environment seems “out of control.” When these situations occur, the following actions will be taken by staff:

Staff will attempt to understand the situation by verbally asking questions pertaining to the given incident. During this exchange, no value judgment concerning “right and wrong” will be made. After all involved parties have had a chance to discuss the situation, the children will be encouraged to develop their own action plan to resolve the situation. The childcare staff will help the child(ren) develop ways to gain self-control and assume responsibility for their actions.

If the situation is not remedied to ensure all participants’ safety, the teacher will then re-direct the child(ren) to another area of play.

If the child persists in disrupting another child’s play or in any way attempts to physically hurt another child by hitting, pushing, screaming, name calling, biting, etc., the child will be removed from the situation until the child and teacher can develop more socially accepted behavior together. The child’s removal from the group will last no longer than 1 minute for every year of the child’s age. Whenever a child needs to be separated from the group, the parent will be informed in writing that such discipline was needed.

If re-direction and discussions are not successful, the staff will arrange a parent-teacher-child conference at which time the staff will explain in detail the type of behavior being displayed. Together they will work out an appropriate action plan for the child. At no time will the child be deprived of snack, lunch, toilet access or other scheduled activities. The staff will seek alternative methods for re-directing the child’s behavior until acceptable behavior is achieved.

If the child does not respond after the staff has had at least one and

preferably two parent-teacher-child conferences, staff will initiate a system to document the child's behavior in preparation for dismissal from the program. If this procedure is necessary, the Early Childhood Coordinator and/or Director of Programming will be involved with the teachers and the parents/guardians.

Only under extreme conditions will a child be asked to leave the center for a given amount of time or permanently. These situations will be on a case by case basis and would be acted on only when the safety of either the child involved or other children in the center's care are at risk. When a child is asked to leave the center permanently, the staff will work with the parents/guardians to make the transition as calm as possible. A list of other child-care facilities in the area will be given to the parent or guardian as well as counseling centers and other intervention agencies. The center will give the parent or guardian a reasonable length of time for this transition to be complete.

- b.) Classroom rules are developed and posted in each classroom. Rules are developed to establish a sense of order and routine to a child's day, while at the same time setting age-appropriate limits which ensure the safety of all participants.
- c.) Our staff shall help individual children develop self-control and assume responsibility for their own actions.
- d.) When there is a specific plan for responding to a child's pattern of inappropriate behavior, all staff members who affect the child shall be aware of the plan and cooperate in its implementation.

I have read and understand the Guidance and Discipline Policy for Preschool and Daycare at the South Barrington Park District.

Parent/Guardian Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

**SOUTH BARRINGTON PRESCHOOL & CHILDCARE
PERMISSION TO PARTICIPATE IN PROGRAM ACTIVITIES
AND TO RECEIVE MEDICAL CARE**

Child's Name: _____ Date: _____

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the preschool/child care center.

I hereby grant permission for my child to leave the facility under the supervision of a staff member for field trips in an authorized vehicle.

I hereby grant permission for my child to be included in evaluations and pictures connected with the school program.

I hereby grant permission for the Director or Teacher to take whatever steps may be necessary to obtain emergency medical care if warranted.

While at the facility in the event of an extreme emergency, paramedics would be called and your child would be taken to St. Alexis Medical Center.

If an extreme emergency happened while participating on a field trip, paramedics would be contacted and your child would be transported to the nearest hospital or medical care facility.

At all times, the staff will continue to contact the parents or guardians, and other adults who have been listed on your child's registration form.

The program will not be responsible for anything that may happen as a result of false information given at the time of the child's enrollment.

I have read and understand the above statements and hereby give permission to the South Barrington Park District to act in the above manner when I can't be reached.

I hereby give permission for my child to participate in the recreational program as checked below:

_____ Swimming
_____ Sports
_____ Gymnastics

Signature of Parent or Guardian: _____