

Daycare ALL 2s-4s • 18/19

5801 Pineville-Matthews Rd. • Charlotte, NC 28226 • 704.341.5361

Calvary Child Development Center

for ALL DAYCARE Students 2s through 4s Program

DAY CARE APPLICATION

*PLEASE PRINT ALL INFORMATION | ALL FIELDS MUST BE COMPLETED
Please check all boxes and provide signatures & dates where requested.*

****Children entering the 3s program must be potty trained***

PARENTS Please Complete Registration Fee:

Paid Online

Will Pay in Person

If enrolling online:
Confirmation Number

Office Use Only
Check _____
Date _____
Amt. _____
Dt. of Enrol. _____
Rm # _____
REVISION 7/13/18

Child's Name: _____ Birth Date: _____
(Last) (First) (MI)

Age Level child will enter in the fall: _____ Present Teacher / Room # _____

Preferred Name: _____ Sex: Male Female Race: _____
(First name you would like us to call your child.)

Address: _____
(Street) (City) (State) (Zip)

Address: _____
(2nd address field if needed) (Street) (City) (State) (Zip)

Check ****It is very important for us to have valid email addresses and cell phone numbers on file.**

Box **In the event of an emergency we may use an Email and/or Text Blast. Please update as needed.**

****Best Email Address** _____

****Mom's Cell Phone** _____ ****Dad's Cell Phone** _____

Father's Name _____ Home Phone _____

****Email Address** _____

Employer _____ Work Phone _____

Mother's Name _____ Home Phone _____

****Email Address** _____

Employer _____ Work Phone _____

Marital Status Married Separated Divorced Single Widowed/er

Siblings

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name of church where family worships regularly _____

Has child previously attended a day care center? No Yes If yes, where? _____

For how long? _____

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither the family physician nor I can be contacted.

(Signature of Parent) (Date)

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, a responsible adult will supervise other children in the facility. I will not administer any drug or medication without specific instructions from the physician or the child's parent, guardian, or full time custodian. Provisions will be made for adequate and appropriate rest and outdoor play.

(Signature of Director) (Date)



Calvary Child Development Center

All fields must be completed.

DAY CARE STUDENTS INFORMATION SHEET

Please give any information concerning your child that will be helpful in his experience in group settings (i.e. play, eating, sleeping habits, special fears, special likes or dislikes).

TOILET HABITS **Children entering the 3s program must be potty trained*

Can the child be relied upon to indicate his bathroom wishes? No Yes Does your child have frequent toilet accidents? No Yes

How does your child react to them?

PERSONAL INFORMATION

Does your child have any health issues that are important for teachers to be aware of? No Yes If yes, please explain below:

Does your child take prescription medication on a regular basis? No Yes If yes, please explain below:

Does your child have any allergies No Yes If yes, please explain below:

From the list below, please check three personality traits that you would say best describe your child's personality.

- | | | | | | |
|------------------------------------|-------------------------------------|------------------------------------|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Spirited | <input type="checkbox"/> Stubborn | <input type="checkbox"/> Lively | <input type="checkbox"/> Calm | <input type="checkbox"/> Shy | <input type="checkbox"/> Impetuous |
| <input type="checkbox"/> Dramatic | <input type="checkbox"/> Assertive | <input type="checkbox"/> Willful | <input type="checkbox"/> Diligent | <input type="checkbox"/> Fragile | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Compliant | <input type="checkbox"/> Intense | <input type="checkbox"/> Jovial | <input type="checkbox"/> Independent | <input type="checkbox"/> Cautious | <input type="checkbox"/> Congenial |
| <input type="checkbox"/> Observant | <input type="checkbox"/> Easy Going | <input type="checkbox"/> Talkative | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Impulsive | |

INTELLIGENCE & PSYCHOLOGICAL ASSESSMENTS • Threes PRE-K through KINDERGARTEN APPLICANTS ONLY

Although Calvary Child Development Center does not require testing as part of our admission process, we encourage parents to share any previous assessments with this application as this helps us better understand your child. This information is kept confidential and is used to assess whether our program meets your child's emotional/social, academic and physical needs.

Has your child been professionally assessed for learning differences, behavior problems or any other psychological conditions? (anxiety, etc).

No Yes If yes, please explain.

Has your child been professionally assessed for accelerated learning, or advanced intellectual capacities?

No Yes If yes, please explain.

May we have permission to consult with appropriate professional resources concerning the above challenges or assessments? (Please include copies of assessments with this application.)

No Yes

Name _____ Email _____ Phone Number _____

Has your child been expelled from, or had other serious disciplinary difficulty in school?

No Yes If yes, please explain.

Has your child ever been withdrawn from any other school for any reason?

No Yes If yes, please explain.



Calvary Child Development Center

Please check and initial each box to denote that you have read and understood the CDC Policies. Then fill in the **SIGN and DATE** box at the bottom.

Check
 Initial

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

I have read and understand the facility's Discipline and Behavior Management Policy, which is on **Page 5** of this application, and the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me, if requested.

Check
 Initial

DIRECTOR DISCRETION REGARDING CONTINUED ENROLLMENT

I have read and understand the Director Discretion Regarding Continued Enrollment Policy on **Page 5** of this application.

I do hereby state that my child is in good health and is physically able to participate in all activities at Calvary Child Development Center.

Check
 Initial

KEY FOB POLICY

I have read and understand the Security procedures on **Page 5** of this application, and acknowledge our responsibilities concerning those procedures.

Check either Yes or No
 Initial

PHOTO RELEASE POLICY

I have read and understood the Photo Release Policy on **Page 6** of this application and I select Yes or No for consent. If neither box is selected, we will consider it a "No" answer and your child will not be photographed.

Check
 Initial

PEANUT FREE POLICY

I have read the Peanut Free Policy on **Page 6** of this application and understand that Calvary Child Development Center is a Peanut Free School.

Check
 Initial

SUMMARY: NC CHILD CARE LAW AND RULES

I have read and understand the "Summary of the Law" which I received at the time I enrolled my child in Calvary Child Development Center. If you are filling out this form electronically, please click on this link to read the laws [online](#).

Check
 Initial

FOR ALL Students entering the 2s and 3s Program ONLY • BITE POLICY

As the parent/guardian(s) of a child entering the 2s or 3s program, I have read and understand the facility's Bite Policy on **Page 7** of this application, and the facility's director/owner/operator (or other designated staff member) has discussed the facility's Bite Policy with me, if requested.

SIGN AND DATE

I, the undersigned parent or guardian of _____ (child's full name), do hereby state that I have read each statement above and understand the policies, laws, and regulations.

***** Please check & initial each box, then sign and date below before submitting application. *****

DATE OF CHILD'S ENROLLMENT (First Day of Attendance) _____ PRINT PARENT'S NAME Clearly _____

Signature of Parent (or Legal Guardian) _____ Date _____

Accepted By – Signature of Executive Director _____ Date _____

Notice of Nondiscriminatory Policy As To Students

Calvary CDC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Calvary Child Development Center



CONTRACT OF ENROLLMENT

for ALL DAYCARE Students in the Infant Toddlers through 4s Programs
2018– 2019 SCHOOL YEAR

To be completed upon enrollment. Signing this agreement does not guarantee admission or continued enrollment in the program.

1. The Enrollment Fee of **\$250** is to be paid at time of enrollment. This fee is not credited to tuition or daycare payment. The Enrollment Fee is NOT refundable.
2. Payments may be made online using our Headmaster Online payment system or in person using cash, a check, or a credit card. An online account will be set up for your family once your child is enrolled, and you will receive a username and password via email through your primary email address on file.
3. Daycare students are expected to be enrolled for the entire school year, from August to August. Therefore, you will be responsible for the tuition for that same time period.
4. Should you have to withdraw your student for any reason during the school year, a written notice to the Business Office is required at least 30 days prior to the withdrawal date for any child enrolled in our program. You will be responsible for 30 days from the date the Business Office receives notification. An example: If the parent of a daycare student enrolled through the last day of the school year in August decides to withdraw their child on July 15, and a note comes to the business office on Wed, July 13 stating that the child's last day will be Friday, July 15, the parent will be charged for tuition through August 12.
 - Additionally, if you choose to withdraw your child during the school year and plan to re-enroll him/her at a later date within the same year, and we have the availability to accept them back into the program, there will be a \$200 re-enrollment fee.
 - Also, if you choose to withdraw your daycare child from June through mid-August, you will relinquish your spot for the fall even though you're received confirmation of a spot for the new school year. You will also be charged the \$200 re-enrollment fee if we are able to accept your child back into the program.
5. A student will not be permitted to enter or continue in our program if any of his/her tuition, daycare fees or other charges are delinquent as determined by the business office.
6. Sick Days/Holidays/Snow Days/Unexpected Closures. We cannot give credit for days your child misses due to illness; we do not give credit for holidays when the center is closed - our staff is paid for holidays and we cannot absorb this cost; we do not give credit given for snow/inclement weather days when the center closes early, or when the center closes for an entire day, nor do we give credit if the center is closed due to circumstances beyond our control (i.e. water main breaks, etc.)
7. The school is not responsible for damages to or loss of any personal items.
8. All charges shall be due and payable in accordance with the terms of this agreement without regard to absence.
 - (a) I will pay my full annual daycare fee by August 1, 2018.
 - (b) I will pay my annual **daycare** fee in *12 monthly payments beginning August 1, 2018. Subsequent payments will be due on the first day of each month thereafter. ***REMEMBER that 4 times/ year you must pay a 5th week in the month.**
 - (c) I will pay my annual daycare fee on a weekly basis beginning August 1, 2018.

I agree that:

A. The selected payment plan and associated terms of payment as indicated have been fully disclosed.

B. Failure to fulfill the attached agreement or make payments when due will constitute default. Any fees incurred by the school in the collection of amounts due will be the responsibility of the parents or guardian responsible for submitting this Contract of Enrollment.

PRINT PARENT'S NAME Clearly

Signature of Parent (or Legal Guardian)

Date

Accepted By – Signature of Executive Director

Date

REGISTRATION FEE MUST ACCOMPANY APPLICATION

Please make checks payable to: Calvary Child Development Center (CCDC)

In order for this application to be complete, all fields must be filled in, and you must sign, date, and initial where indicated on pages 1, 3, and 4. Please turn in this application to the preschool office as per directions of the CCDC director or registrar, or those found outlined on the www.calvarycdc.com website underneath the Enrollment tab.



Calvary Child Development Center

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "time-out": ("Time-out" is described below)
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

"Time-out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

DIRECTOR DISCRETION REGARDING CONTINUED ENROLLMENT

Once your child has been in attendance in our program for one month he or she will be assessed by our director and staff to determine if Calvary is the best fit for your child and their individual needs. At the conclusion of this assessment, the director shall have the right to determine whether continued enrollment at Calvary is appropriate for your child. In the event the director determines that Calvary is not the appropriate program for your child, she will recommend other options or placements for your child and the contract of enrollment will be terminated. The decision to terminate enrollment shall be at the sole discretion of the director and will be communicated to you.

The director also reserves the right to deny admittance or to revoke or suspend enrollment of a child, at her discretion, for reasons including, **but not limited to**, the following:

- Non-payment of tuition;
- Lack of immunizations;
- Child's repeated disruptive behavior;
- Child's repeated violent behavior;
- Lack of cooperation with center staff by student or parents;
- Developmental or health needs of the child which, in the discretion of the director, cannot be met at Calvary Child Development Center within its existing structure or procedures;
- Temporary health needs, conditions or periods of recuperation which the director determines would require a leave of absence until resolved.

KEY FOB POLICY

Calvary CDC has instituted a swipe system. I will receive 2 Calvary CDC ID fobs for security purposes. I will need to bring my key fobs each time I enter the building through the preschool entrance, and as I enter each hallway in the building. Security fobs will be given out by the teacher on the first day of school, and additional fobs may be ordered any time from the preschool office. The original key fobs I receive are assigned to my child for the duration of their time at Calvary CDC; fobs are not reassigned from year to year. I will keep fobs as long as my child remains at CCDC, and return any key fobs in my possession when my child will be permanently leaving Calvary CDC. At the time of termination, I will return the fobs to the first floor preschool office.

If I should lose one of the fobs, or if it is stolen, I must report it immediately to Julie Forlenza at 704.887.3677 or jforlenza@calvarycdc.com. If I should have to replace a lost or stolen fob, I understand \$25 will be charged to my child's account.

Please read these policies, then check and initial the appropriate boxes on Page 3, and sign/date the bottom of that page.



Calvary Child Development Center

Photo Release Policy

Photo Release Information

Dear Parent, Like you - we're shutterbugs! We love taking pictures of your wonderful kids during activities, and we use these photos in a variety of ways. We pin them to our school bulletin boards, we make class albums, we often share them with you, and from time to time, we put pictures on our website or in printed materials.

However, we are sensitive to the fact that some of you might prefer not to have your child be in a picture from the C CDC. We will certainly honor those requests. Please review the form below and check and initial the correct section. Then sign the master signature form. This form tells us whether or not we can use your child's photo and gives us permission to use photos. As we are a not-for-profit organization, we only use photos for CDC-specific materials and never for items for sale.

Thank you for your assistance!

Serving Christ at Calvary,
Pat Collins
Director, Calvary Child Development Center

Consent and Release Form

I do hereby grant to Calvary Child Development Center, a ministry of Calvary Church of Charlotte, North Carolina, the unlimited right to use, reproduce, and/or publish photographs and likenesses of my child for the internal or external promotional and informational activities of Calvary Child Development Center.

I agree to allow my child's photograph, voice and/or likeness to be published in various forms and mediums, including but not limited to, the Calvary Child Development Center internet/intranet web sites, publications, slides, advertisements, brochures, and video presentations.

I further understand that by signing this release, I waive any rights to inspect or approve any of the above stated material(s) and I waive any and all present or future compensation rights to the use of the above stated material(s).

I hereby release, discharge, and agree to hold harmless Calvary and its associated ministries and their respective directors, officers, members, agents, and employees from and against any liability and from any and all claims, actions, and demands, including, but not limited to claims of infringement, libel, defamation, or invasion of privacy, arising out of or in connection with the use of any of the above stated material(s).

Please check the Yes or No box and initial the form, on Page 3 stating that you have read and understood these terms.

Peanut Free Policy

Calvary Child Development Center is a peanut free childcare center. Some of our children are allergic to peanuts and if in the presence of peanuts they could have a life threatening allergic reaction. In order to provide the safest possible environment for all of our children, we will ask that students bring no foods that contain peanuts into the school.

This is an issue that must be taken very seriously when the population we serve cannot yet self-advocate or read packaging. For this reason, we feel that this is a necessary step to be taken for the protection of children in the Child Development Center.

While we cannot absolutely ensure that our school will be 100% peanut free, we will drastically diminish the possibility of a child having an allergic reaction due to coming in contact with peanuts. We understand that the "no peanut butter at school" policy will be difficult for some of our children and families. We are very hopeful that through activities in our classrooms and discussions at home as a family about peanut allergies, that our children will begin to understand the importance of going peanut free. This is chance for our children to learn more about being inclusive to others needs, and their role in supporting neighbors in the community.

We thank all of our families and staff for their cooperation in upholding this policy.

Serving Christ at Calvary,
Pat Collins, Calvary Child Development Center Director

Please check the box and initial the form on Page 3 stating that you have read and understood these terms.

Please read these policies, then check and initial the appropriate boxes on Page 3, and sign/date the bottom of that page.



Calvary Child Development Center

For children in the 2s or 3s program ONLY

Bite Policy • Biting in the Daycare Setting

Philosophy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of your child is of primary concern to the staff at Calvary CDC. Our biting policy addresses the actions the staff will take if a biting incident occurs at Calvary CDC. We ask that you read over the policy and discuss any concerns that you might have with the director of Calvary CDC before you enroll your child.

Developmental:

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. We will establish a rule at our center that "we never bite people." We will encourage the children to "use their words" if they become angry or frustrated. We will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center.

- The biting will be interrupted with a firm "No We don't bite people!"
- We will stay calm and will not overreact.
- The bitten child will be comforted.
- We will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child will be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out.
- Confidentiality of all children involved will be maintained.

A Bite that Involves a Blood Exposure:

A human bite will rarely transmit a bacterial infection if proper first aid is given. Hepatitis B, Hepatitis C, and HIV can potentially be transmitted during a human bite if the skin is broken and a blood exchange occurs.

If the skin is broken during a biting incident and an exchange of blood has occurred, the Center will follow the guidelines set forth by the State of NC for a body fluid exposure. It is the law in North Carolina that both children should be tested for HIV, Hepatitis B, and Hepatitis C in a biting incident where a blood exchange has occurred. The following steps will be taken:

- Assess the bitten area.
- Clean area with soap and water.
- Make sure child's immunizations are up to date.
- Notify the parents immediately.
- File an incident report. Contact licensing consultant.
- Both children will be tested for HIV, Hepatitis B, and Hepatitis C by their private physician or the Mecklenburg County Health Department.
- The Director will give the names of each child to the private physician.
- Physicians will exchange test results and contact their own patients.
- Confidentiality will be maintained at all times.

If one child tests positive for HIV, Hepatitis B, or Hepatitis C the child's physician will contact the Health Department.

Exclusion of the child who bites:

Some children will continue to bite other children in spite of interventions by staff and parents. These biting incidences can become very disruptive to staff and children in the classroom. The staff will make every effort to reduce the number of biting incidences in the center. We will continue to "shadow" that child, if additional staff is available, or stay close to him to discourage biting. We will continue to use a firm, positive approach. However, if the biting continues on a regular basis, then exclusion of the child from the Center must be considered.

A child will be excluded from the Center if the biting behavior exhibited by that child poses an increased risk to the children or adults with whom the child has close contact. Exclusion of the child must also be considered if the biting behavior become so disruptive that the daily activities of the classroom are affected. The parents will be asked to remove the child from the center until the biting behavior has passed. Sometimes a child who bites will benefit from being in a smaller center or in a home setting. The Director will assist the parents in determining when the child should return.

Every child is unique and special. Subsequently, every biting situation will be handled on an individual basis. Staff and Administration at the Center will stay in close contact with parents and every effort will be made to guide the child through this developmental stage.

If your child is entering the 2s or 3s program, please read this BITE POLICY, then check and initial the appropriate box on Page 3 and sign/date the bottom of that page.

2018 – 2019 Calendar

AUGUST 20	TEACHER WORKDAY & OPEN HOUSE • NO CLASS ATTENDANCE
AUGUST 21	FIRST DAY OF NEW SCHOOL YEAR
SEPTEMBER 3	LABOR DAY • CENTER IS CLOSED
OCTOBER 8	COLUMBUS DAY • CENTER IS CLOSED
NOVEMBER 12	VETERAN'S DAY • CENTER IS CLOSED
NOVEMBER 21, 22, & 23	THANKSGIVING HOLIDAYS • CENTER IS CLOSED
DECEMBER 17 - JAN 1	PRESCHOOL CHRISTMAS BREAK <i>(Preschool 9am-1pm classes will not be in session)</i> Full-Time DAYCARE continues
DECEMBER 24 - 26	CHRISTMAS HOLIDAYS • CENTER IS CLOSED <i>(Full-Time 7am-6pm classes will not be in session)</i>
DECEMBER 31 & JANUARY 1	NEW YEAR'S HOLIDAY • CENTER IS CLOSED
JANUARY 2 - 18	REGISTRATION FOR CURRENTLY ENROLLED STUDENTS & SIBLINGS FOR THE 2019-2020 SCHOOL YEAR
JANUARY 21	MARTIN LUTHER KING DAY • CENTER IS CLOSED
FEBRUARY 1	REGISTRATION OPENS ONLINE FOR NEW STUDENTS
FEBRUARY 4	REGISTRATION COMPLETION DATE FOR NEW STUDENTS
FEBRUARY 18	PRESIDENT'S DAY • CENTER IS CLOSED
APRIL 15 – 22	SPRING BREAK FOR PRESCHOOL CLASSES <i>(Preschool 9am-1pm classes will not be in session)</i>
APRIL 19 - 22	EASTER BREAK FOR DAYCARE • CENTER IS CLOSED
MAY 27	MEMORIAL DAY • CENTER IS CLOSED
MAY 31	LAST DAY OF SCHOOL FOR PRESCHOOL
JULY 4	INDEPENDENCE DAY • CENTER IS CLOSED

***THE CENTER WILL BE CLOSED ON SNOW DAYS AS THE WEATHER DICTATES. ENROLL IN OUR TEXT BLAST SYSTEM TO RECEIVE WEATHER RELATED UPDATES AND CLOSINGS, MAKE SURE YOU'RE IN OUR EMAIL DATABASE, OR CHECK OUR FACEBOOK OR WEBSITE AT WWW.CALVARYCDC.COM FOR CLOSING INFORMATION. ANNOUNCEMENTS WILL ALSO BE MADE ON WBTB & WSOC TV, and FOX AFFILIATE News 14, OR YOU MAY CALL 341-5361/341-5335 FOR INFORMATION.**