



Entrance Date _____ Withdrawal Date _____

Child's Name _____ Sex _____ Age _____ Date of birth _____

Home Address (Street) _____

City _____ State _____ Zip _____

Home Phone Number _____

Father's Name _____ Home Phone Number _____

Father's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Father's Place of Employment _____ Work Phone _____

Employer's Street Address _____ City _____ State _____ Zip _____

Mother's Name _____ Home Phone Number _____

Mother's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Mother's Place of Employment _____ Work Phone # _____

Employer's Street Address _____ City _____ State _____ Zip _____

Child's Living Arrangements: (check one) ☐ Both Parents ☐ Mother ☐ Father ☐ Other

Child's Legal Guardian(s): (check one) ☐ Both Parents ☐ Mother ☐ Father ☐ Other

The child may be released to the person(s) signing this agreement or to the following:

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

*Name _____ Address _____
(Street-City-State-Zip)
Telephone Number _____ Relationship to child _____
Relationship to Parent(s) or Guardian _____
Other identifying information (if any) _____

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name of Public or Private School child attends, if any: _____ Grace Christian School

Child's doctor or clinic name _____

Doctor/clinic phone # _____

My child has the following special needs _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____

suffer an injury or illness while in the care of (Facility name) _____ Grace Christian School Extended Care

and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.

Parent/Guardian: _____

Signature

Date: _____

Facility Director: _____

Signature

Date: _____

DAYCARE POLICIES AND PROCEDURES CONTRACT

The _____ agrees to provide child care for

 _____ from _____ to _____

1. The Grace Christian School Day Care agrees to obtain written authorization from me before my child participates in field trips or special activities away from the facility.
2. Day care is open from 7:00 A.M – 5:30 P.M. Monday through Friday. **There is a \$160 weekly charge. A late charge of \$1.00 per minute will be charged for each minute the child is in the center past 5:30 P.M.** Day care is available on early dismissal days except the early release days before Thanksgiving and Christmas break.
3. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.
4. My child may receive afternoon snacks from the facility.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.
6. Children will not be allowed to leave with anyone other than their parents or persons authorized by the parents. Any change must be submitted in writing.
7. Toys are not allowed to be brought from home. We are not responsible for lost or damaged toys.
8. If your child becomes ill, he/she will not be allowed to stay in extended care. Parents will be called to pick the child up immediately.
9. I authorize the child care facility to administer general first aid and to obtain emergency medical care for my child when I am not available.
10. I recognize that this contract serves as the policies and procedures for Grace Christian School Day Care and I thereby agree to abide by them.
11. Before any medication is dispensed to my child, I will provide a written authorization, which includes: date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.
12. I understand that communication from the facility and from me is vital to a successful program.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Facility Director)