



## WELCOME

Looking for the right environment to place your children during the hours you cannot be with them is a difficult task. We appreciate the time and energy you have put into this important decision. We look upon the enrollment of your child in our **KidsFirst** program as a vote of confidence and we will do everything possible to provide your child with the quality care children need and deserve.

## THE **KidsFirst** APPROACH

We believe that children grow and develop best in a secure environment based on unconditional love. To the staff at **KidsFirst**, this means accepting children as unique individuals. Our program enables children, through encouragement and positive reinforcement, to reach their highest potential by believing in themselves.

**KidsFirst** is patterned to reflect the structure of a family. A family system working to the benefit of all includes caring adults and children who enjoy each other's company and have a sense of joy working and playing together. The members of the family have both pride and excitement about each other's accomplishments, plus a sincere concern about each other's feelings. This philosophy is based on years of observing young children's interactions in both home and child-care settings.

A safe, secure and loving environment in which each child can explore life at his own pace—that's our goal for children at **KidsFirst**. Our program builds a positive, healthy self-image, and stresses the vital balance between learning and play. Through example and encouragement your child is stimulated to develop physical, intellectual and social skills...expanding communication and self-expression through painting, storytelling, music and Discovery Areas. The wider world is brought into focus for the young child. Natural curiosity and boundless energy are nurtured by our creative and caring staff.

**KidsFirst** believes that it is important for the parent and the center to work together to ensure that the needs of the family and the child are being met. Your participation in the center activities and your comments are always welcome. We encourage you to make daily checks with your child's teacher about their activities and progress. A conference can be scheduled at any time through the administrator and at least one conference will be scheduled each year.

Discipline and guidance at **KidsFirst** are consistent and based upon individual needs and development. We promote self-discipline. Physical punishment is never permitted, nor is any form of discipline permitted regarding meals, toileting, or resting. A brief, supervised "time-out" is used and children are redirected to appropriate activities. Discipline policies apply to all persons in our center, including parents and visitors.

**7025 West 130<sup>th</sup> St.  
Parma Heights, OH 44130  
440-842-4004**

**15163 Howe Rd.  
Strongsville, OH 44136  
440-878-0088**

**26184 Bagley Rd.  
Olmsted Falls, OH 4138  
440-235-3070**

At **KidsFirst**, parents are always welcome and encouraged to visit at any time. It is important to us and to your child that you are actively involved in the activities of your center. The Administrator and the staff are proud of **KidsFirst** and look forward to your participation and support. Every parent has an open invitation to visit **KidsFirst** at any time.

## KidsFirst GOALS

- To provide a nurturing, safe, sanitary, stimulating environment for each child in our care.
- To provide love, kindness, and respect for each child.
- To recognize and help each child develop his/her own potential at his/her own rate.
- To treat children and parents in a non-threatening and non-judgmental manner.
- To give children, parents and staff a positive, productive, happy experience.
- To help children develop a positive self-image through positive interactions and experiences.
- To help children explore their environment by encouraging them to make choices.
- To help children develop independence and the ability to get along with other children in a group setting.
- To help children express their wants and needs verbally and physically, and to allow each child the freedom to do so.
- To help each child through exploration and experimentation to become aware of their environment.
- To allow parents the peace of mind and freedom of not having to worry about their child while their child is at **KidsFirst**.
- To allow both staff and parents to work together in a professional, ethical, friendly, and cooperative manner so that we may be satisfied knowing that we have jointly provided the best care possible for our children.

*In accordance with Federal law and U.S. Department of Agriculture Policy, KidsFirst is prohibited from discriminating against its customers, employee, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibit bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

## ***KidsFirst* Enrollment Form**

\*Please complete all forms thoroughly. It is a state requirement that there is information written on each line. If it does not apply please write N/A. Please notify the office if any information changes. It is critical that we have current contact information at all times.

<b>Child's Name:</b>		
<b>Date of Birth:</b>	<b>First Day:</b>	<b>Gender:</b>

### **Parent Information**

**Family Status:**      **Married**                      **Divorced**                      **Single**

**Child Lives With:** \_\_\_\_\_

\*Please note any custody arrangements. We will need a copy of court documents regarding any custody/visitation for your child's file.

<b>Mother's Name:</b>	<b>Father's Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Cell Phone:</b>	<b>Cell Phone:</b>
<b>Email:</b>	<b>Email:</b>
<b>Notes Regarding Custody/Visitation:</b>	

### **Schedule**

\*Please fill in approximate drop off and pick up times for your child.

Monday		Tuesday		Wednesday		Thursday		Friday	

**How did you hear about *KidsFirst*?** \_\_\_\_\_

*KidsFirst* may take pictures and/or videos of the children during special events throughout the year. Do we have your permission to use photographs or videos that may contain your child in *KidsFirst* published materials and possibly advertisements?

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

## Parent Agreement

1. **KidsFirst** Learning Center provides equal access to public accommodations. Applications for enrollment are acted upon without regard to race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program.
2. The hours the center will be open each day are 7:00AM-6:00PM. The center is open Monday through Friday, except holidays as indicated below.
3. The center will be closed for the following holidays on the day that the holiday is observed: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If Christmas Day, New Year's Day and/or Fourth of July fall on a weekend, KidsFirst will be closed on the closest school day. Because tuition rates are determined by averaging, a full week's tuition will be charged during these weeks.
4. Parents are welcome and encouraged to visit any time.
5. Parents are expected to bring their children into the center, sign-in and see that they are under supervision before leaving the premises. They are then to re-enter the building when picking up their children and signing them out.
6. Parents will be called to pick up children who become ill. Children absent due to a contagious disease may not return to the center without a signed statement from a physician indicating that they are no longer contagious.
7. Children **MUST** have the provided Child's Medical Statement signed by a licensed physician verifying current examination and immunization on file at the center by the first day of enrollment. An updated signed form of current examination and immunization must be provided by the parent every year up until the child enters school. This is required for continued enrollment.
8. In the event of an emergency, the center has my permission to administer first aid or to obtain medical treatment in the child's best interest.
9. Discipline and guidance at **KidsFirst** are consistent and based on individual needs and development. We will promote self-discipline. Physical punishment is never permitted. Redirection is successfully used in most cases. A brief, supervised "time-out" period may be used in a case where redirection does not work.
10. Children may not bring food to the center. Adequate snacks and a hot lunch are provided daily. Food and menu exceptions cannot be made for individual children except for documented medical reasons.
11. Every infant, toddler and pre-school child will have an afternoon rest period/nap as mandated by state requirements.
12. Children will be encouraged to play outdoors on the playground daily, except during intense heat or inclement weather.
13. Every effort shall be made to coordinate toilet training in the facility with the program started by the parent. No effort shall be made to toilet train until the parent agrees the time is right to begin. This generally occurs around the age of two.
14. Children will be given encouragement, stimulation and guidance in physical, mental, emotional and social adjustment. The daily activities and play experiences will be planned in accordance with the ages, developmental levels and interests of the child.
15. Every child must have a change of clothing that is left at the center to be used for accidents. All clothing must be marked with the child's name. The center is not responsible for lost clothing.
16. We cannot accommodate or ensure safety of toys for all children. Therefore, we ask that children do not bring toys/personal belongings to the center. The center is not responsible for any articles brought from home.
17. **KidsFirst** will only administer date, labeled, prescribed medications (or physician prescribed non-prescribed medications) as stated on the Rx bottle. All medication policies are subject to state regulation. Administration of medication will be approved on an individual basis, at **KidsFirst** discretion. Due to staff/child ratio requirements, **KidsFirst** cannot provide staff to administer breathing treatments using a nebulizer. However, these nebulizer treatments may be administered in our facility

- by a parent or parent representative.
18. Should the management of *KidsFirst* determine in its sole discretion that a child has not adjusted to the daily program, the child may be dis-enrolled, and this agreement will be terminated at the option of *KidsFirst*. Parents will be given one week's notice of the disenrollment, when possible.
  19. In the case of withdrawal of my child from the center, I agree to give the center one week's written notice prior to the withdrawal.
  20. I agree to pay each week, on the first day of the week that the child attends, a REGULAR WEEKLY TUITION FEE, with no deductions for absences or holidays. If tuition is not paid prior to the close of business day on the first day of weekly attendance, a LATE PAYMENT FEE may be added to my child's tuition.
  21. I agree to pay a REGISTRATION FEE at the time of enrollment, to be renewed each anniversary date.
  22. I agree to pay ½ of the REGULAR WEEKLY TUITION FEE for my child's absence due to vacation time of one calendar week (Monday through Friday) or more (not to exceed 8 weeks per calendar year), to hold my child's place at the center. It is agreed that I will notify the administrator 2 weeks in advance of vacation absence.
  23. I agree to pay the REGULAR WEEKLY TUITION FEE if my child is absent for any other reason whatsoever despite the numbers of days attended being less than normally scheduled.
  24. I agree to pay a LATE PICK-UP FEE, that I will be charged, per child, at \$10.00 for each 15 minute period that the child(ren) is (are) left at the center after 6:00pm
  25. I agree to pay RETURNED CHECK FEES that I will be charged for any returned check. KidsFirst will then have the option to refuse any future check.
  26. Failure to meet the center's payment policies will result in termination of childcare services.
  27. The center is open whenever possible, but should it be absolutely necessary to close because of severe weather conditions, it will be announced on local radio and television stations. Regular weekly tuition must be paid even if the center is closed.
  28. This parent agreement is subject to change in whole or in part by *KidsFirst* with two week's notice.

- I am enrolling my child/Children for \_\_\_\_\_ days a week at a rate of \$\_\_\_\_\_per week due on or before the first day of the week.
- I understand that I am responsible for this full rate with no deductions for holidays, absences or center closures. If my child attends part time, I understand that I will be responsible for additional charges if my child attends added days with approval from the Director.
- I understand that I am responsible for ½ of the full time rate a total of \$\_\_\_\_\_per week if my child is absent Monday through Friday.
- I understand that I am responsible for the annual registration fee of \$\_\_\_\_\_.
- I understand that these rates are subject to change.
- I understand that it is required to have a current Child's Medical Statement signed by a physician on file by my child's first day of enrollment and have this form updated annually.

**Person Responsible For Payment**

<b>Name:</b>	<b>Relationship:</b>
<b>Driver's License #:</b>	<b>Social Security #:</b>

By signing below, I attest to reading, understanding and complying with the KidsFirst Learning Center's Parent Agreement policies.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\*The term "Parent" includes Guardian or other person equally in custody or control of the child.

\*\* In a two parent/guardian household, each parent/guardian must sign.