

HORIZON HEALTH

934 South Laurel Road | London, KY 40741
 p: 606.657.2030 | f: 606.657.5225
 www.horizonhealthky.org

SS#
CHILD'S



Child's Name: _____ Gender _____ Birthdate _____

	Mother	Father
Name		
Home Address		
Employer #		
Home Phone #		
Work Phone #		
Cell Phone #		

Person/s with whom the child lives: _____

Child's Physician: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Individuals to contact in the case of an emergency:

 Phone #: _____

 Phone #: _____

 Phone #: _____

 Phone #: _____

- Does your child have any food allergies? No Yes _____
- Does your child have any dietary restrictions? No Yes _____
- Does your child have any special needs? No Yes _____
- Does your child receive any special services? No Yes _____
- Will your child receive services at the center? No Yes _____

Name of service provider and frequency _____

My child has permission to be released to the following individuals or transportation services in addition to the emergency contact persons listed above. (Please notify all individuals that they may be asked to show proof of identity)

Name	Relationship

The fee for child care at _____ is \$ _____ per week for my child _____

Child care services begin on _____ (date) from _____ a.m. /p.m. to _____ a.m./p.m.

I agree to be responsible for any additional costs associated with the collection of any fees for materials or late fees.

I understand my child will be dismissed if I do not provide the center with a current immunization certificate.

I authorize this program and its representatives to get emergency medical treatment for my child if necessary.

Parent Signature: _____ Date: _____

4.12.18

Child Care Animal Consent Form

Center's Name: _____

Center's Address: _____

Child's Name: _____ DOB: _____

I _____ give my
permission for my child _____ to be in the
presence of the animals listed below.

Animals

1. _____
2. _____
3. _____
4. _____
5. _____

*Add lines if necessary.

Name of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____

caregiver will redirect the child by sending or encouraging the child to play with another toy, group, or become involved in another activity.

Time out

* When a child continues to engage in an undesirable behavior the caregiver removes the child from the group or situation for a brief period (no more than 5 minutes). The caregiver may send the child to a special seat known as the time out chair. At no time will the child be removed from the classroom, unless the child is under supervision from an adult.

BITING OR UNCONTROLLABLE BEHAVIOR

Biting

When a child bites a note will be sent home to the parents of the child who did the biting and one will be sent home of the child who was bitten. The child who does the biting will be placed on probation for 10 days. If the child bites a second time in one day the parents will be called to pick up the child and keep him/her home for 24 hours. The third time a child bites the center reserves the right to dismiss the child. During probation period if the child bites once its sent home for 24 hours, then the next time during probation, Horizon Health Day Care reserves the right to terminate the child.

Behavior Problems

If a child begins to show behavior which the caregiver feels is unreasonable (hitting, biting, uncontrollable temper tantrums, kicking, etc...) the parent will be called for a conference. The child may be placed on a 10 probation so that during this time the staff and parents can help the child find a more controlled way to deal with his/her emotions. If the child does not show improvement in the 10 days, the director has the right to dismiss the child from the center.

Surveillance video will be used to monitor all activities in the childcare.

I have received a copy of the policy manual; I agree to read the manual and abide by all the rules.

Signature _____ Date _____

Witness _____ Date _____

HORIZON HEALTH CHILD CARE POLICY MANUEL

Purpose

- A) Provide an environment for children, which will be conducive to learning and development of the total child, IE., socially, emotionally physically and intellectually.

Goals

A) FOR THE CHILD

- Provide opportunities for association with other children in a setting conducive to the development of wholesome social relationships.
- Provide appropriate play experiences that contribute to the developmental needs of the child.
- Provide opportunities for meaningful play that is based on each child's individual needs, interest, handicaps, and abilities, thus building important foundations for future reading skills and other academic pursuits.

B) FOR THE PARENTS

- Provide opportunities to meet with and work with caregivers who have, as their common concern, the interests and needs of the children.
- Provide care for the child while the parents actively pursue his/her own work, education, or other interest.

ENROLLMENT

- A) Applications are furnished upon request from the director. When an application has been completed and returned, the child's name is placed on a waiting list.
- B) Enrollment in the center will be granted without discrimination in regard to sex, race, religion, or political belief.
- C) Age range: 2 years to 5 years
- D) Once an application is on file, a waiting list is maintained for 6 months.
- E) Once a child is admitted into the center, the following forms are due on the first day of enrollment:
 1. Application form
 2. Immunization form
 3. Parent/Guardian permission and authorization form.

FAILURE TO PROVIDE THE CENTER WITH THE NECESSARY INFORMATION REGARDING THE CHILD, WILL DELAY THE CHILD'S ENROLLMENT.

F. If a child, for any reason discontinues coming to the center, the child's spot will be given to the next person on the waiting list. Any child not attending the center for two consecutive weeks without written excuse will be replaced, and payment will be due for those weeks. Two-week notice is required for withdraw. If no notice is given you will be responsible for the two weeks payment.

G. To hold your child's spot tuition is required regardless of attendance. Holidays INCLUDED.

CLOTHING AND SUPPLIES

- A) Parents are to keep extra outfit, outwear (pants, shirt, etc.) and underwear, clothing (diapers, underwear, etc.) at the center in case of accidents. Children play outdoors as well as play with messy items indoors. Play clothing is more appropriate.
- B) Extra clothing will be placed in child's cubby and used as needed. **PARENTS ARE RESPONSIBLE FOR LABELING ALL BELONGINGS.**
- C) The following items should be brought for the following age levels once child starts attending:

2 Years through 5 years

- One complete set of clothing
- Enough diapers and wipes (if needed)
- One fitted toddler sheet
- One light weight blanket
- Extra clothing

TOYS FROM HOME

- Toys that are needed in the first days at the center to help ease your child's transition from home to the center are acceptable. If an item is brought during the opening days, we cannot be responsible for it. It must be **shared**, and it must have **your child's name on it.** **Toy guns, daggers, power rangers, or other toys of fighting nature will not be permitted in the center under any condition, at any time. Those found will be confiscated by the teacher, until departure from center.**

ATTENDANCE AND PICKUP

- **On the day of your appointment, parents must call the center by 9:00 AM. on any day the child will not be attending.**
- If your child is planning on eating lunch at day care, we will have to know by 10:00 a.m. Lunch count is at 10:00 a.m.
- A parent is always allowed to pick-up his/her own child unless center has a copy of a court order stating otherwise.
- No one can pick-up another parents' child unless that person is listed on the child's authorized release form. (If someone else will be picking up your child it must be in **writing, phone calls will not be allowed.**)
- The childcare doors are to be used when picking up or dropping off children. No exceptions will be made.
- Horizon Health reserves the right not to release a child to anyone who appears to be impaired. If such a case occurs, the parents of the child or the emergency contact will be called.
- Horizon Health reserves the right to check identification for any person who desire to take a child with them. If that person is not on the child's pick-up list Horizon Health Child Care will not allow the child to leave with the person.
- As of 2/8/2020, your child is to be picked up before leaving the facility after your appointment with your provider(s). Exceptions may be made if approved by the Director of Operations, or the Director of Child Care.

HEALTH CARE

- A) Proof from the county Health Department or medical doctor that all immunization to the child's age are accurate and up to date. The proof of immunization must be on state daycare form.
- B) Parents must ensure that their child has had breakfast if the child is not present by 9:00 AM. Our breakfast is served between 8:15 and 8:45.
- C) If a child is well enough to come to the center, the child is considered well enough to go outdoors, except under special circumstance understood and agreed to by the director, teacher, and parent.
- D) Children should be dressed in clothing suitable for outdoor play unless it is raining.
- E) Parents should report a child's illness or exposure to communicable illness to the child's teacher or director. The child may attend the center until the child shows symptoms of illness. Parents should be especially alert to any signs of sickness in an exposed child and should not send the child to the center if he/she seems unwell. If a child develops a communicable disease, the child's doctor will determine when the child is ready to return to the center and send a written release

for the child to do so. The teachers or director will inform parents if an exposure occurs in the child's group.

- F) A daily routine health inspection is given upon each child's arrival at the center. Your child may be sent home if he appears to have symptoms of illness during the morning inspection.

ARRANGEMENTS MUST BE MADE FOR YOUR CHILD TO BE PICKED UP IF THE CHILD HAS A FEVER OVER 100.4, VOMITS, OR HAS HAD TWO CONSECUTIVE EPISODES OF DIARRHEA.

- A) If your child is sick/ill, they are not to be brought to the center to insure the health of the other children. They are not to be back for 48 hours. If we have called you about your child being sick they cannot return for 48 hours.

- B) Please keep your child at home if he/she has:

- A sore throat
- Swollen neck glands
- A fever or has had one during the previous 48-hour period
- A constant cough and congestion
- Digestive upset (vomiting or diarrhea) child can not return until 48 hours after last digestive upset
- Unexplained rash/ skin irritation
- Unusual runny nose

- C) The flu is a major issue during the winter months. If a child has the flu it takes 7 days to recover. You therefore cannot return your child for 7 days to allow the child to heal and for the safety of other children. This must be considered.

- D) If your child went to the doctor and was put on antibiotics, that child cannot return for 48 hours (24 hours for antibiotic to kick in and an extra 24 for the safety of other children)

IF A CHILD SHOWS SIGNS OF ANY OF THE ABOVE SYMPTOMS, HE/SHE SHOULD BE KEPT HOME AND THE PARENT SHOULD CONTACT THE CENTER BY 9:00 AM. TO LET HIS/HER CAREGIVER KNOW. ALSO, IF A CHILD SHOWS ANY OF THESE SIGNS DURING HIS/HER TIME AT

THE CENTER THE PARENT WILL BE CONTACTED TO PICK THE CHILD UP IMMEDIATELY.

DISPENSING OF MEDICATION

Horizon Health will not dispense any medication.

EMERGENCY MEDICAL ASSISTANCE PLAN

If a child is injured or becomes ill at the center, the following procedures will be followed:

- A) The child will be given emergency first aid if needed
- B) Parent or guardian will be immediately contacted.
- C) If parent is contacted, the parent will be requested to pick the child up at the center to take him/her for emergency treatment. (This automatically relinquishes responsibility from the center to the parent), or the teacher will ask the parent to meet her where the child will be taken (at the hospital or doctors).
- D) If parent or emergency contact cannot be reached and the child requires immediate medical attention, a staff member will be responsible for assuring that the child is transported to an emergency medical treatment center via an emergency service. One person will go with the child. The child's folder with signed permission forms will be taken with the child. If the parent still has not been contacted, one person will continue attempting to reach the parent, while the other person remains with the child.
- E) An accident report will be completed at the time there has been an accident stating
 - What happened?
 - What the teacher did for the child, supplies used, etc.
 - Date, time and location of the accident.
 - Names of any other person treating the child before or after the accident

TOILETING

- All children are accompanied to the restroom, by caregivers
- Hands always washed after using the toilet and before meals
- Toilet training for toddlers is worked on, but only if the parent is currently training

INSURANCE

Horizon Health Child Care carries accident insurance in excess of what the state requires. The policy covers only those injuries incurred during our hours of operation.

Parents may receive further information concerning the policy by contacting Director of Child Care

NUTRITIONAL PROGRAM

This center provides meals in accordance with nutritional standards set forth by the United States department of Agriculture. Children are encouraged to learn about foods and good nutritional habits during their educational actives as well as at eating times.

- **FOOD SHOULD NOT BE BROUGHT TO THE CENTER UNLESS THE PARENT PROVIDES ENOUGH FOR THE ENTIRE CLASS**
- The lunch count is taken at 10:00 AM. Your child must be here by 10:00 no later
- If your child is going to eat breakfast at Horizon Health, the child must be at the center by 8:30 a.m.
- If a parent would like a copy of the menu or meal components, please ask the director.

TUITION

- The tuition cost is \$27 per day. This fee is subject to change, but not without notice.
- Payments can be made in cash, cashier's check, personal check, or money order to Horizon Health. A \$35.00 return check fee will be added to all returned checks
- Horizon Health reserves the right to drop a child from enrollment list if the parent is continuously delinquent with tuition fees.
- Payment is due on Monday of each week. However, if the parent can't pay on Monday a payment schedule can be worked out by talking to the Director.
- A daily late fee of \$10.00 will added starting on the immediate Tuesday, if a payment plan has not been worked out.
- **NEW TUITION FEES ARE AND TAKE EFFECT FEBRUARY 4,2019**
- ONE CHILD FULL TIME \$135.00 weekly
- One child part time \$130.00 weekly
- \$27 a day
- \$26 part day
- \$30 drop in rate

REGISTRATION FEE

- A registration fee has been waived. But each child will have to have their immunization shots within 30 days of the first visit before being able to attend Horizon Health Day Care.

VACATIONS AND HOLIDAYS

The center will be closed on the following holidays

- New Year's Eve
- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving and the following Friday
- Christmas Eve and Christmas Day
- The day after Christmas
- Weekends

PARENT INVOLVEMENT

Meeting/Activities/Concerns

- Parents are welcome to schedule conferences at any time. There may also be times when caregiver finds necessary to request a conference with child's parents.
- Parents are expected to follow appropriate channels whenever they want to address concerns. If a parent has a problem that need to be addressed, please discuss with the director and we will work together to make you feel more at ease.
- Parents are welcome to visit the center at any time during the operation hours, or if you would like to speak to the director after hours set up a meeting or call the director at 606-344-7522 before 8:00 PM.

DISCIPLINE

Horizon Health Child Care does not subject children to harsh or physical punishment. The use of corporal punishment and total isolation of the child is not consistent with our policy. Redirection and time out are the discipline we partake in.

METHODS OF DISCIPLINE

· **Discussion of the undesirable behavior with the children**

* When a child has shown an undesirable behavior, the caregiver discusses with the child why such behavior is not acceptable. This gives the child an opportunity to think through what he/she has done that was not acceptable and provides the child with an opportunity to express his/her feelings about a situation. Rules are stated simply to the child.

· **Redirecting the children**

* When a child has exhibited an undesirable behavior, many times that behavior may have been caused by some factors in the child's environment. When necessary, the

caregiver will redirect the child by sending or encouraging the child to play with another toy, group, or become involved in another activity.

Time out

* When a child continues to engage in an undesirable behavior the caregiver removes the child from the group or situation for a brief period (no more than 5 minutes). The caregiver may send the child to a special seat known as the time out chair. At no time will the child be removed from the classroom, unless the child is under supervision from an adult.

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