

CHILD CARE NETWORK

Improving the lives of children



PARENT HANDBOOK 2022-2023

Child Care Center

**Hours of Operation
4:30am - 6:30pm**

**414 North Chestnut Street
Seymour, In 47274
Phone: 812.524.2585
Fax: 812.523.8139
www.childcarenetworkinc.org**

PLEASE READ THE ENTIRE HANDBOOK, CAREFULLY.

Each child attending the Child Care Center will be treated with respect and consideration. Child Care Network, Inc. (CCN) recognizes that each child has individual needs and interests and we provide a predictable, yet flexible and varied array of activities and experiences that foster child development in a familiar, safe setting.

PROGRAM BACKGROUND

Our Mission- The mission of Child Care Network, Inc. is to enhance the quality of life for children through current and future programming that promote suitable affordable childcare, advocate for child-related matters and serve as a nurturing community and educational resource for children.

Our Vision- Our children will excel in whatever setting they go to next. • Our families' quality of life is measurably better after participating in our program.

Our Philosophy- Our central premise is that family is the most fundamental factor influencing the lives of children. Besides having education needs, children also require a supportive, healthy home environment with stable and reliable relationships with adults and caregivers. In short, if you strengthen families, you automatically strengthen children.

Program Goals- For these reasons, our primary goals are to ensure that every child in CCN Child Care Center has access to a quality care experience, to increase and improve the quality of child development for all.

General Information

CCN advocates an open door policy. A parent is always welcome to observe their child's program (unless the parent poses a threat or causes dismay for any child or staff member).

Open communication between the staff and parent/guardian is essential. Parents/guardians have an opportunity to communicate with the staff briefly during drop off and pick up times. Time for longer, private, discussions can be scheduled. If problems should arise, they should be brought to the immediate attention of the teacher or Center Manager. If a problem cannot or is not resolved, the situation may be referred to CCN's Program Manager, the Executive Director of Child Care Network, Inc. and/or CCN's Board of Directors.

CCN does not provide transportation of any kind for students or families.

Photographs and publicity of the children may occur throughout the year. Your permission is granted with your signature on the Agreement Form. Contact the Child Care Center Manager if you have questions or concerns.

The mailing address and administration offices of Child Care Network are located at 414 North Chestnut Street, Seymour, IN 47274.

If you have any questions or concerns, please feel free to contact the Child Care Center Manager at 812-524-2585 or j.baldwin@childcarenetworkinc.org

CCN's website is: www.childcarenetworkinc.org

All information contained in this handbook is subject to change by the CCN Board of Directors. Changes will be disseminated in a timely manner to program participants.

All information pertaining to admission, health, family, or discharge of a child is confidential.

ENROLLMENT

Registration /Account Set Up Using On-Line Software

The Child Care Center utilizes an on-line software and it can be accessed at <https://www.ezchildtrack.com/ccn/parent>

- **ALL PARENTS ARE REQUIRED TO CREATE AN ON-LINE ACCOUNT PRIOR TO REGISTERING YOUR CHILD!**
- This program allows you to register and set up online payment
- First Time Users Info:
- As a new parent portal user you will receive an email in your registered email ID containing a link to your childcare program's EZChildtrack site along with a temporary password.
- Here's how you can log in for the first time:
- Check the registered email ID for login information.
- Click the link provided in the email.
- Log in using the temporary password provided to you.
- Change the password to a new one of your choice.

You can easily register your child to a program and enroll them into desired activities from EZChildtrack parent portal. Parents will receive an email once the registration is approved. New and returning children will not be able to attend until all required documents are received and registration is approved.

Existing and New Parents: To register a child for a Program:

1. Click on the Program's [Register] button. This button can be seen in the 'Registration' section of the Home page. In case registration has already been carried out for a child before and you wish to register a new child, then click on the Program's [Register New Child] button. This will take you directly to the 'My

Children' page (instead of 'My Account' page) wherein you can register a new child.

2. Clicking on [Register] will take you to the 'My Account' page.

Fees-Refer to the Attached Program Fees

Registration Fee

A \$35.00 **non-refundable** registration fee is due when a signed CCN Agreement is submitted. The registration fee is the same amount regardless of a child's attendance. One Registration Fee is charged for each school year. Note the \$35.00 registration fee is charged per family NOT per child. Registration fees are non-refundable.

Late Pick Up Fee

A fee of \$25.00 will be assessed for each 10-minute increment after closing that the child is picked up late from care. The Child Care Center closes promptly at 6:30 pm. If you have a child on the CCDF voucher program, you must pick up your child and have your card **swiped** by 6:30 pm. A child will be dismissed from care if he/she is continually picked up late. If a child is not picked up by 6:30 p.m., and if a parent/guardian or emergency contact cannot be reached, the local law enforcement agency will be called for assistance.

Late Payment Fee

If your account is two weeks past due, your child will be unable to attend the program until the fees are paid. A late fee of \$35.00 will be added to accounts with outstanding balances. An account will be **Suspended** if the outstanding balance is NOT PAID. A suspended account will have the Registration and Information sections removed from your parent portal within the EZ Child Track Software and attendance will be blocked for your child(ren). A payment must be made to this account for it to be considered ACTIVE and for your child to attend our program.

*Checks returned for non-payment will be assessed a \$35 fee and payment of fee is due within 10 days. Returned checks will forfeit the right to pay by check in the future.

Payment of Program Fees

Program fees are due on the first day of each week when childcare services are offered EXCEPT for ONE "vacation" week per school year. The vacation week request form must be turned in to the Child Care Center site staff or the Child Care Center Manager. Child Care Network, Inc. accepts payment by cash, check, money order, or through our on-line site <https://www.ezchildtrack.com/ccn/parent/>. CCN will also accept credit cards (extra fee). Checks should be made payable to Child Care Network Inc. Please write the child's first and last name on any check you submit; the payee's phone number must also be on the check. Full payment is expected regardless of attendance.

No change is kept or given at any CCN site for payment of fees. Overpayment will be

given in the form of a credit on your EzChildTrack account.

***Ask about auto pay discounts**

Attendance- Drop-Off and Pick-Up

Children MUST be accompanied and signed in/ out by a parent, legal guardian, or person listed on EZChildtrack.

No child may be dropped off before 4:30 am and picked up no later than 6:30 pm.

Parent/ Guardian is responsible to contact the center on the morning of or the day before the child is expected to be absent. Parent / Guardian will provide a reason for the absence.

Note. A doctor's note is required in cases of communicable diseases, serious illness / injuries including fractured bones.

Children will only be released to a parent or authorized pickup person (aged 16 or older). They MUST come to the designated area to pick up the child. Children will only be released to the individuals listed on the child's registration form. A picture ID will be required for any person that the site staff does not recognize or know. If an adult is unable to produce a picture ID, he/she must be able to say and spell the safe word listed on the child's registration form before he/she is given custody of the child. In the event of a do not release order to a biological parent, a court document will need to be provided and kept on file at the site and office.

Intoxicated Pick Up Policy

If an intoxicated or impaired person insists on removing children from the care of a licensed child care center the center shall immediately report the incident to the local police.

CCN - Child Care Center prohibits;

Use of any type of alcohol

Smoking

Possession of firearms, unless required as a condition of employment

Possession of illegal substance or unauthorized potentially toxic substance are prohibited on or around the Child Care Center property

Entrance Requirements

- A health examination completed within twelve (12) months prior to first day by a physician is required for each child to be admitted to a CCN Child Care Center along with a list of immunizations.
- Payment Determination

The following must be completed and submitted before a child is considered enrolled and attends:

1. Application for admission, online registration on EZChildtrack
2. \$35 non-refundable registration fee
3. Copy of child's birth certificate
4. State Form 49969 – Child Care Center Health Form (Physical and Immunization Record)
5. State Form 49968- Record of Medication Order (Any and all medications including diaper rash ointment)
6. State Form 49963- Infant and Toddler Feeding Plan
7. State Form 50548 – Licensed Child Care Center Consent Form
8. CACFP Application and Enrollment Form
9. Food allergy or special diet order requiring a written plan signed by the child's physician
10. Written parental permission to use any preventative products. (Ex. sunscreen and bug repellent)
11. Child Care Network, Inc.'s Parent Handbook Declaration Form
 - **Signed discipline policy** (signature of parent handbook)
 - **Any legal court order that prevents a particular individual from having contact with the child.**

Waitlist

In the event that a site has reached maximum capacity as defined by state ratio guidelines, new enrollees will be placed on a waitlist within EZChildtrack. When a spot becomes available, you will be notified by email and contacted by the Child Care Center program staff. Your child will not be eligible to attend until all required documents are received.

Special Needs Inclusion Policy

Inclusive Environment- Early childhood educators at the Child Care Center use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Court Order Policy

If a court order exists preventing a particular individual from having contact with a child the center will comply with the order. The center will keep a copy of the court order on file.

Parent/Guardian and Staff Communication

Time for individual, confidential conversations can be scheduled. If a problem arises, it should be brought to the immediate attention of the teacher and then the Program Manager. If a problem is not resolved by the Program Manager, it may be referred to the CCN's Executive Director and/or to the Board of Directors.

Holidays

CCN and Child Care Center observes the following holidays during the year and centers will be **closed** on these days:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving - (Thursday and Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve

Discipline Policy

The physical and emotional well-being of all children is of utmost importance in all programs of Child Care Network.

If a child exhibits non-hurtful, undesirable behavior, staff will respond by using steps that will bring a positive and more constructive outcome. Routines of positive choices will be offered as well as the safe place that is an area the child and teacher can calm down together and use breathing and communication to work on any issue. An area is available in each classroom when a child needs additional time before interacting with the teachers or other students.

When a child's behavior turns hurtful (i.e. intentional hitting, pinching, punching, kicking, spitting to themselves or others) or disruptive (i.e. back-talking, yelling, cursing, uncooperative, feuding) staff will intervene to assure the safety of all children.

If a child's behavior is harmful or disruptive, a Child Care Center staff member will discuss the issue or incident with the child and parent privately.

Recurring disciplinary issues will be addressed with documentation and with parents. Child Care Center staff will work with parents/guardians to resolve problems individually.

Extreme and/or ongoing behavior problems (i.e. intentional hitting, pinching, punching, kicking, spitting, biting) will not be tolerated and may result with the student being dismissed from the program.

In response to all misbehaviors, Child Care Center staff will:

- Respect the child
- Remind child of rules and clear choices
- Use positive language to explain desired behavior
- Speak calmly
- Speak directly to the child at the child's eye level face to face not across the room

In response to all misbehaviors Child Care Center staff will NOT:

- Threaten a child
- Bribe a child (no food, candy or stickers will be used as a reward system)
- Sequester a child in any other space.
- Use any physical punishment even if requested/suggested by a parent/guardian
- Deprive a child of food or a basic need

If the behavior of a child or parent causes safety concerns, child care services can and will be denied.

General Health Policies and Procedures.

In compliance with and in order for CCN is to protect all children and staff from unnecessary exposure and spread to contagious diseases and infections. Child Care Center and CCN will follow licensing standards 3-4.7-87, the center shall not admit children who are ill upon arrival. If the child becomes ill while at the site, the caregiver will isolate the child from other children and arrange for immediate care for the child and the parent or emergency contact will be notified immediately. Ill children are to be picked up within **one hour** of notification.

Some communicable diseases and infections may require a doctor's note to return to the site. This list includes but is not limited to:

- Fever taken in ear or forehead over 100.4 or orally 100.0
- Persistent cough or congestion accompanied with a runny nose
- Covid
- RSV/Flu
- Rashes
- Croup
- Diarrhea, Nausea or Vomiting

- Conjunctivitis (Pink eye)
- Impetigo (blisters or sores on the face, neck, hands, and diaper area)
- Strep Throat / Scarlet fever
- Lice
- Chicken Pox
- Ringworm
- Meningitis
- Hepatitis A
- Hand Foot and Mouth
- Roseola
- Scabies
- Measles
- Cytomegalovirus
- Pertussis
- Rubella

Children must be symptom and medication free for 24 hrs. to return.

Medication Administration Procedure

Medication will be administered to children only under the following conditions:

- With written parental authorization
- Direction from the child's doctor (this applies to both prescription and non-prescription medicines).

Prescription Medication

- Must be in its original container
- Labeled with the child's name
- Doctor's name
- Pharmacy
- Name of medication
- Dosage
- Frequency of administration

Non-prescription (over the counter) medication

- Must be in the original container
- Labeled with child's name,
- Accompanied by written instruction for administration from the child's doctor.
- This will include any diaper rash creams

The center **will not** store medication beyond the:

- Expiration date on the label
- Expired written physician order

- Prescription label older than one year

If the child will require medication to be at the school, the appropriate medication packet must be completed and returned for the child to be in attendance.

Sunscreens and Insect Repellants

The center must have written parental permission to use any preventative products.

Emergency Preparedness Plan **Child Care Center**

IF A CRISIS OCCURS DURING BUSINESS HOURS 4:30 a.m. – 6:30 p.m. Monday through Friday) AT THE CHILD CARE CENTER:

CCN- Child Care Center

In accordance with Indiana state child care licensing guidelines will participate and practice all safety drills on a scheduled basis. These will be recorded in writing and available for review.

All employees will be aware of emergency practices and procedures.

- Fire (Monthly)
- Tornado (Monthly during tornado season)
- Flood (every 6 months)
- Earthquake (every 6 months)

Purpose

- To ensure the Child Care Network staff are properly prepared to handle any crisis;
- To reduce risks and minimize adverse effects of a crisis at CCN;
- To provide a “road map” for CCN’s staff and families to use to manage the flow of events when a crisis hits;
- To have a procedure in place for media relationships;
- To sustain public confidence in CCN

Evacuation

When advised to evacuate the current space. All personnel and children will meet at the first safe & accessible location in the order listed:

- A- Burkholder Funeral Home
- B- Redeemer Church
- C-Post Office

- We will communicate with guardians regarding the location for emergency pick using a direct caregiver to emergency contact number call system.
- The **Executive Director** will speak with any and all Media or Board personnel regarding our evacuation.
- The **Center Manager** and **Administrative Assistant** will communicate with public safety ensuring that all information is in order.
- The **assigned** caregiver for each age grouped classroom will be in charge of contacting guardians.
- Additional staff will be focused on assisting caregivers with any need to keep children safe from harm in a calm and orderly fashion.

Pick Up Procedure for Parents

Instructions will be given to parents for guidance during the emergency. A call back number and location of where they can pick up their child if needed will be given within one hour of the emergency.

Medical Emergency Transport

- Emergency transport and escort from the program:
- If a child becomes seriously injured, we will call Schneck Medical for transport to the Schneck Hospital emergency room.
- If a child is administered an epi pen dose, as that is being administered Emergency Transport will be notified and on the way.
- Parents will be notified to go to the hospital; an assigned staff person will accompany the child to ER and stay until the parent arrives.
- **Schneck Medical Center 411 W Tipton St, Seymour, IN 47274**
- **(812) 522-2349**

Fire

If you discover a fire:

- Pull the nearest fire alarm box (pull station).
- Do not attempt to fight fire
- CCN staff will calmly gather children and give instructions to exit the building.
- **Center Manager** or **Administrative Assistant** will **call 911** to report the fire once safely outside, instructing officials to what part of the building is in jeopardy
- All staff and students will calmly gather outside and move away from the building, meeting at the designated location and accounting for all children and staff.
- The assigned caregiver for each age group (Infants, Ones, Twos, Threes, Fours) classroom will be in charge of contacting guardians.

- Caregivers will calmly play games or read books to the children until they are picked up by parents or it is safe to re-enter the building.
- Remain outside the building until an emergency response official gives permission to re-enter.

Emergency Directions

Parents are encouraged to make themselves familiar with the emergency procedures when spending time in the building.

Winter Storms

- The Child Care Center will remain open unless the county's travel status becomes a warning or red. This information can be found at <https://www.in.gov/dhs/traveladvisory>.
- Should the travel status change to red throughout the day, parents will be contacted and expected to pick up their child within one hour.
- Classroom cancellation information is messaged to parents via EZ child track.
- CCN encourages parents to use their best judgment in determining whether or not their child will attend on severe weather days without undue risk.

Human Disease Outbreak

The Child Care Center will follow the local health department and CDC guidelines.

Community-Level Prevention Strategies

LOW, MEDIUM, AND HIGH

At all Community Levels:

- Ensure access to testing, including through point-of-care and at-home tests for all people.
- Maintain ventilation improvements.
- Follow guidance of local authorities. Health Department, CDC, Local authorities, such as elected officials and first responders, are most informed about the issue.

Missing or abducted child care attendee

- The staff person in charge will constantly maintain a head count.
- If a child is missing, the staff person in charge will immediately notify the Center Manager, and or next in the chain of command and go calmly in search of the child.
- If the child is not found in 10 minutes, the Police Department will be notified. CCN staff will communicate with guardians as needed.
- The **Executive Director** will speak with any and all Media or Board personnel regarding our evacuation.

- The **Center Manager** and **Administrative Assistant** will communicate with public safety ensuring that all information is in order.
- Follow pick up procedure for parents

Nutrition- Meals and Snacks

- All children receive nutritious meals every day, breakfast, lunch and snacks will be served. The Child Care Center makes every effort to provide your child with wholesome foods to introduce your child to a variety of food tastes and textures. Foods include a variety of meats, cereals, crackers, fruits, vegetables, yogurt, cheese, 100% fruit juice and milk daily.
- Young infants will be fed according to their own schedule. Parents of infants are required to provide formula or breastmilk if they choose not to accept the Child Care Center's choice of formula.
- The Child Care Center will provide Gerber a good start brand.
- As infants grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule.
- Menus are posted in each classroom.
- All meals and snacks conform to the nutritional requirements of the Child and Adult Care Food Program (CACFP)
- CCN will provide all food and beverages for children in attendance unless a religious, personal, or special diet is required.
- If due to religion, personal beliefs, or special diet, the food a family provides must be checked by a CCN staff member to verify temperature and a "Safe Transportation of Food Responsibility" form must be signed.
- Children with food allergies must have the special dietary needs form filled out, signed by a physician and returned 1 week prior to attendance.
- **All food allergies and special diets must be approved in writing by a physician.**
- Parents wishing to contribute food/snacks for a special occasion (ex: birthday) must provide store bought food/snacks in sealed packaging. CCN will provide all beverages. CCN will make parents aware of food allergies/special diets prior to the event.

Diapering

- Parents are responsible for providing disposable diapers, wipes and 2 full changes of clothes for their child in the Infant/Toddler classrooms.

- Your child will be changed at regular intervals throughout the day and as needed. Parents must provide an **unopened** package **labeled with the child's name** on the package.
- Parents will be notified by caregivers when a child is running low or is out of items.
- All soiled items will be put in a labeled bag (child's name) for parent pick up and will not be laundered at the center.
- **Diaper bags cannot be brought or left for any child.**

Clothing

- Children do well in school when they are comfortable. We believe that toddlers should be as self-sufficient as possible, so please dress children in clothing that will help him/her experience success as they learn to 'do for themselves'.
- Clothing should be comfortable, washable play clothes that are easily manageable by the child for toileting and comfort.
- Choose clothes that will allow children to participate in all the classroom activities (painting, play dough, markers, sand and water play) without undue concern about getting dirty.
- Sturdy shoes with closed heel and closed toes, or strap in the back and rubber soles are recommended.
- Shoes must be worn with socks.
- Children should also be dressed in clothes appropriate for the current weather.
- We play outside everyday (unless too wet or windy), so children will need sweaters, coats, etc. when the weather is cool and your choice of sun protection on hot, sunny days.
- Parents will provide **one complete** change of clothes for children 2 and up including socks.
- **All coats, jackets, sweaters and hats must be marked with the child's name.**
- Infant room is a no shoe zone and slippers/socks must be worn by adults entering the room.

No car seats or baby bags may be left in or outside any classroom. Parents may make arrangements with CCN Center Manager or Administrative Assistant for these items when necessary.

Rest Time / Rest Time Items

- Children are provided a supervised rest period daily for children 4 years old and younger.
- This takes place after the noon time meal **or** any other time as requested by the child of any age.
- Each child will be provided a labeled cot to use that will be sanitized daily.
- After 30 minutes' caregivers will provide supervised activities for non-sleeping children.

- Caregivers will permit sleeping children to waken naturally at their own pace.
- Parents of children one and up will supply a **travel sized blanket (small light fleece style only)**.
- Large Pillows or other items **will not** be permitted.
- The blanket will be labeled with the child's name and kept here.
- The blanket will be laundered once a week or as needed.

****Infant Safe Sleep policy**

- Infants sleep safest ALONE
- On their BACK.
- In a CRIB
- Per state guidelines no child that rests or sleeps in a crib will have any other items in the crib but the child and a tight fitting sheet.

Hoosier Works Cards

Child Care Center meets Indiana child care regulations thus CCN can claim fees if a child's attendance is recorded via the Hoosier Works Card. Parents who receive CCDF (Child Care Development Fund) assistance (Vouchers) **MUST** swipe their Hoosier Works Card to record their child's attendance. The Hoosier Works Card should be swiped in and out on the Point of Service (POS) machine EACH AND EVERY DAY a child attends. Should a Hoosier Works card holder be at a site only once each day, the cardholder must be responsible for any and all previous check-in and check- out swiping.

CCN STAFF CANNOT HAVE ACCESS TO A HOOSIER WORKS CARD. AN AUTHORIZED CARDHOLDER MUST COME TO THE CENTER AND SWIPE THEIR HOOSIER WORKS CARD.

Hoosier Works Card swiping must occur per state guidelines for the center to receive the fees that are due. Parents are responsible for any differences in the approved CCDF amount from River Valley Resources and the fee charged by CCN for the center fee.

If a Hoosier Works Card is denied once, the Hoosier Works Cardholder will be notified verbally and reminded of the required swiping procedure needed to process the payment due.

If the parent fails to swipe the card or keep the card current with CCDF, the parent will be responsible for the unpaid fees. At this point, all cash paying rules will apply. All copay amounts will also follow all cash paying rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;**
- 2. fax: (202) 690-7442; or**
- 3. email: program.intake@usda.gov.**

This institution is an equal opportunity provider.

*******MUST BE SIGNED AND RETURNED TO SITE DIRECTOR*******

RELEASE AND INDEMNIFYING AGREEMENT

I, the parent or guardian of:

Child(ren)'s First Name

Child(ren)'s Last Name

Hereby consent that my minor child(ren) named above has/have permission and my approval to participate with all play and activities offered through Child Care Network's Child Care Center program.

I, the undersigned as the parent or guardian of the above named child(ren), do hereby waive any claim that I may have or any claim my child may have and do release Child Care Network from all liability arising thereby or connected there within.

I, the undersigned, further agree to hold Child Care Network harmless for action, claim or demand that may be made by me, the said child, or anyone acting on behalf of my child, arising out of said child's attendance and participation or any injuries arising thereby or connected there within, and agree to indemnify for such loss arising out of any claim or demand.

ACKNOWLEDGEMENT STATEMENT OF PARENT HANDBOOK

I acknowledge receipt of the Parent Handbook applicable for the current school year.

I acknowledge and understand the Discipline policy for the Child Care Center.

I understand the content of the Parent Handbook, including the **Discipline Policy** and **Late Payment Policy and Immunization Record Policy**.

Parent/Guardian _____

Date: _____



Written Parental Permission to use preventive products

Date _____

Childs name _____

I _____ (Parents Name) give permission to the Child Care Center to apply,

_____ Bug Repellant (Off Insect repellent brand type)

_____ Sunscreen (Coppertone kids spray type)

when needed for extended outdoor activities.