

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270 124(a)(b), 3270.181 & 182, 3280 124 (a)(b) 3280 181 & 182, 3290 124 (a)(b), 3290 181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
Email Address:		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)		ALLERGIES (INCLUDING MEDICATION REACTION)
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION		MEDICATION, SPECIAL CONDITIONS
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE		ADMIN. OF MINOR FIRST - AID PROCEDURES
WALKS AND TRIPS		SWIMMING
TRANSPORTATION BY THE FACILITY		WADING

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

AGREEMENT

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(c); 3290.123 &.181(c)

NAME OF CHILD		
FEE AMOUNT \$	PER-DAY-WEEK Weekly	DAY PAYMENT TO BE MADE Every Friday
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.) Quality Childcare with HighScope and Creative Curriculum		
Breakfast, Lunch, and Snack is provided		
School Age Pickup and Drop-off for K-12years old		
CHILD'S ARRIVAL TIME		
CHILD'S DEPARTURE TIME		
PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED		
LATE FEE \$ 1.00		
PER MIN-HR minute		
Extra services to be provided at an additional fee If applicable Field trips will be provided during the course of the school year.		
Professional seasonal photography for school pictures.		

I, the parent/guardian;

☒ received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

☒ agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a mininum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR

DATE

SIGNATURE-PARENT OR GUARDIAN

DATE

DATE OF CHILD'S ADMISSION

DATE OF WITHDRAWAL

PERIODIC REVIEW

SIGNATURE-PARENT OR GUARDIAN

DATE



AMAZING KIDZ ACADEMY LLC

Early Learning Childcare Center & Afterschool Program

Parent/Legal Guardian Handbook

Policies & Procedures

Hours of Operation

Monday-Friday, 6:30 a.m. - 6:00 p.m.

The purpose of this handbook is to provide the guidelines and procedures, you as parent of a child attending our facility are expected to follow. We hope these guidelines are helpful in providing you with any information you may need regarding the rules and regulations of our facility.

Amazing Kidz Academy LLC's Early Learning Child Center employees provide services to all without regard to race, creed, religion, gender, gender preference, disability, or national origin.

AMAZING KIDZ ACADEMY LLC's is an Equal Opportunity Employer

Absences

There are two types of absence. A scheduled absence is when Amazing Kidz Academy LLC has been notified two weeks in advance that your student will not be in attendance. An unscheduled absence is when a student is not in attendance and AMAZING KIDZ ACADEMY LLC has not been notified. We offer 2 weeks per fiscal year (July 1 to June 30) free absence, as long as 2 weeks notice has been provided so that we may adequately staff our centers.

A student who has three consecutive days of unscheduled absence will lose their reserved slot at Amazing Kidz Academy LLC. Parents are responsible for tuition even during days of absence.

Admission

A parent interview is required with the center director prior to admission to the center. Amazing Kidz Academy LLC must keep the following on file for each child to remain compliant with the laws of Pennsylvania:

1. CCIS Parents Must Have a Copy of the Enrollment Summary OR Verbal Confirmation from a CCIS Representative
2. DHS Parents Must Have a Copy of Their 8539
3. DPW Parents Must Have a Letter of Eligibility from Their Caseworker Prior to Enrollment within the Facility
4. Private Pay Parents Are Required to Remit the Registration Fee as well as 2 Weeks Tuition in Advance Medical Records Must Be Complete and Updated upon the Request of the Center Director Designee Emergency Contact Form
5. Allergy Alert
6. Parent or Provider Contract
7. Enrollment Agreement
8. Field Trip Permission Form
9. Copies of Medical and Insurance Cards
10. Current Immunizations

Students out of admission compliance will be given a week from the date of parent notification to comply. After that, students out of compliance will be unable to return to Amazing Kidz Academy LLC until they are in compliance.

Annual Updates

Parents or guardians are required to fill-out new or updated forms annually. We will do this at a time specified by Amazing Kidz Academy LLC. In the event there are changes prior to the update, it is imperative Amazing Kidz Academy LLC is made aware of them immediately.

Arrivals

Children are to arrive to Amazing Kidz Academy LLC no later than 9:30 a.m. Children arriving after 9:30 a.m. may not be admitted. Children with previously scheduled physician or other health related appointments must alert the Amazing Kidz Academy LLC staff the day prior to the appointment. Children arriving after 9:30 a.m. without a physician's note or proof of an appointment will be unable to gain access to the center, as class leveling would have occurred and extra staff clocked out, preventing ratio compliance as per PA 3270 Child Care Center regulations.

Birthdays

These are special times and you may feel free to bring a cake, cookies, or other treats to celebrate. The Amazing Kidz Academy LLC staff will do their best to make this a special day for your child.

Cell Phone Policy

All cell phones must be turned off upon entry to any and all Amazing Kidz Academy LLC centers. No recording or video taping of any person, child, parent, staff, or property/premise of Amazing Kidz Academy LLC shall be allowed without prior written consent from the owners. Violation of this policy may result in immediate termination of care for your child(ren), and /or can result in criminal and/or civil prosecution. If you make or receive a phone call, please pick up your child, sign them out, then step outside the premises to do so. We ask that all phone be out of sight when you enter the premises. No exceptions shall be allowed.

Child Guidance Policy

We believe in positive reinforcement as a much more effective way of encouraging desirable behavior than negative reinforcement. No corporal punishment will be used.

Closures

Amazing Kidz Academy LLC coordinates with the Philadelphia Public Schools. We are open for Teacher In-Service Days and during Parent-Teacher conference days. We are NOT always closed when the Philadelphia elementary Schools are closed.

Co-Pays

Co-pays are due on Friday of each week; however, they will be taken until Wednesday of each week without penalty. Your co-pay is considered your contribution to tuition. Delinquent co-pays will be reported to your CCIS.

We Are Closed or Will Dismiss Early on the following Dates:

- New Year's Day
- Good Friday
- Fourth of July
- Memorial Day
- Thursday and Friday Prior to Labor Day (In-Service)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Day after Christmas
- New Year's Eve

.....PARENTS ARE FINANCIALLY RESPONSIBLE FOR ALL CLOSED DAYS**Complete Set of Extra Clothing**

Parents are required to leave a clean, seasonal change of clothing in their child's cubby. If your child requires a change of clothing during the day, the soiled clothing will be sent home with you. Please replace the soiled clothing the next day.

Additional Notes Regarding Clothing

Please dress your child so he or she does not have to worry about soiling their clothing. The Amazing Kidz Academy LLC curriculum is structured to allow children the freedom to explore various centers. Please dress children to encourage this freedom. Please see additional notes regarding School uniforms.

DISCIPLINE POLICY

Our discipline policy uses redirection, calming techniques, and allotting extra time for children to conform to teacher directives. No child shall be the subject of physical punishment, corporal punishment, verbal abuse or threats. No child or group of children shall be allowed to discipline another child.

Parents of children having difficult times will be informed by the staff. Persistent unacceptable behavior problems can result in a child being removed from the Program. Please take immediate action to curb behavior problems you are made aware of before they become unmanageable. We will provide support and referral system to support the family if we feel it could help a child's development. Parents and families un-willing to cooperate with suggestions and support our initiatives to support children, may be asked to leave the center.

Fire Drills

Fire evacuation plans are posted and fire drills will be conducted on a monthly basis. All children are required to participate.

Field Trips and Outings

Field trips are an important part of Amazing Kidz Academy LLC's curriculum. Prior to all field trips, parents will obtain written consent where students will be transported by motor vehicle. Children who exhibit challenging behavior who we feel would not be able to be kept safe in a group trip, must be accompanied by a parent or guardian at least age 18 years old. There are times when older children, preschool three and older, will attend field trips via public transportation including but not limited to SEPTA buses.

Food Allergies

Parents must provide notes from physicians regarding specific food allergies. Children without notes will not be exempt from specific foods.

Free Play

Along with their opportunities to engage in expressive play, students will also have the opportunity during the day to engage in free play. It is during free play that they have the opportunity to engage in play of their choice. They may choose to play with large cards and trucks, trains, tikes, scooters, etc. The Center may also engage in fine motor activities such as small cars, trucks, blocks, beading, lacing, etc.

Handbooks

Handbooks are given to each new family. It is imperative you read the contents of the handbook and sign the attached signature and acknowledgement page.

House Rules

The rules for the childcare facility are simple:

- Keep hands, feet, and objects to yourself.
- Walk inside and use inside voices.
- Eat only at scheduled AM Snack, Lunch, and Supper times.
- Ask permission before leaving the classroom where teacher is supervisor.
- Pick up after yourself.
- Flush the toilet after use and wash your hands.
- Be polite and courteous to everyone.

Information

In the event of inclement weather, there are several ways to find out if Amazing Kidz Academy LLC's is closed. First, check 6abc.com. Next, view WPVI Channel 6 Action News for school closing/delays. Lastly, you can check Brightwheel for electronic messaging from the Director.

Jewelry

Jewelry is not appropriate for the day-to-day play and activity of the children. Hoop earrings, bracelets, necklaces, and chains are not to be worn to the facility. If parent would like their child to wear jewelry in the facility, Amazing Kidz Academy LLC will not be held responsible for the jewelry that is worn to the facility, nor injuries that may occur as a result of wearing.

Language Policy

We support language development and academic achievement of all children. Children whose first language is not English are supported using home languages where possible, gestures, and sign language when needed.

Late Fees

Late fees will be incurred when tuition or co-pays are not remitted by Friday of each week. After Monday of each week, a fee of \$5 per day will be incurred. When \$50 in late fees are incurred, child care services will be suspended until all fees are current.

Late Pick Up

A fee of \$1 per minute, per child will be incurred for late pick up. On days of early closure, the fee will be \$2 per minute, per child. Please keep this policy in mind and include travel time in your plans to alleviate late pick-ups. Late fees will be billed via Brightwheel. No cash should be exchanged at any time at Amazing Kidz Academy LLC.

Meals

Amazing Kidz Academy LLC will provide AM snack, lunch, and supper. All meals will be in compliance with the nutritional standards set forth by the Child and Adult Care Food Program. Parents are asked to participate in completion of all food program application and compliance documentation to ensure meals are provided where applicable.

Medical Insurance Cards

Copies of medical cards are required at the time of admission. Amazing Kidz Academy LLC does not administer over the counter drugs to children. The only medications the facility will administer are those which are prescribed by a physician.

Please give all medications directly to the director. Do not leave any medications in a diaper bag, school bag, or cubby.

Medicine Administration:

- Prescription Medications Cannot and Will Not Be Administered Unless All Conditions Are Met.
- Prescriptions Must Be Current with name and phone number of the prescribing physician.
- Medication Must Be in the Original Container.
- Containers Must Be Labeled with the Child's Name, Name of the Medication, Dosage info such as Amount to Be Administered, and Time to Be Administered.
- Parent Shall Provide Written Consent for Administration.

Minor Injuries

Scratches and scrapes are inevitable when children are at play and they will be treated with antiseptic, a Band-Aid®, and extra TLC.

For anything more serious, we will contact you immediately and expect your child to be picked up by you or your designee.

Sick children will be isolated until their parent or authorized escort arrives. Staff members are certified in Infant and Child CPR as well as Emergency First Aid. If a situation does call for such serious measures, the center will call 911 and inform you ASAP that your child has been transported to the hospital.

Naptime

Naptime will occur every day. Children are required to have clean linen such as sheet and blanket or sleeping bag (preferred) for use at naptime. All sleeping items are to be labeled with the child's name. Personal transitional items used for naptime will be left in the child's cubby for use at naptime. All sleeping materials must be taken home each Friday, laundered, and returned on Monday.

Open Toes Shoes

During summer months, children are not permitted to wear flip-flops, open toes sandals or open toe shoes.

Outdoor Activity

Children will be accompanied to the outside or local playground once a day. Usually in the morning, before the afternoon sun gets too hot. Weather permitting; children will be able to play with tricycles, scooters, jump ropes... etc... Understand that PA DHS requires that children go outside daily. Make sure that your child wears outerwear appropriate and warm for outdoor play.

Parental Conduct

Parents are expected to treat all staff, practitioners, students, and other parents with respect and courtesy. Parents found to be disruptive will be reprimanded by the Director. If inappropriate conduct continues, immediate termination from Amazing Kidz Academy LLC will result. We are here to care for children.

Potty Training

All children 3 years old or older must be potty trained to be admitted. No child may still be in diapers when admitted. We will assist with potty training for those children who may still be wearing pull ups. This means the child is able to indicate the need to use the bathroom, is interested in staying dry, is dry for long periods during the day... etc. and you as parents begin and work on this process at home first.

During potty training the child needs to be dressed in potty friendly clothing as often as possible. This means wearing no belts, overalls, snaps, or buttons. You may be asked to leave several changes of clothing during this process.

Release of Children

- Children will be released to their parents and other relatives under the following provisions:
- Amazing Kidz Academy LLC Has Been Notified That Another Party Will Pick up the Child and a Verbal Release of child has been completed with your cooperation via phone.
- The Individual Picking up the Child Has Proper Identification, Driver's License, Photo Identification and Passports Are Appropriate.
- Amazing Kidz Academy LLC are required to release children to all parents listed on the Emergency Contact Form at the time of enrollment unless Otherwise Specified by Court Order.

Shoes

All children in care must wear comfortable, rubber bottom shoes or sneakers. No thong sandals or flip flops shall be allowed. Please do not send these items to daycare.

Show-N-Tell

Some classes will schedule Show-N-Tell. It is on these days specified by your child's teacher that a special toy or object will be allowed. These toys and games must be left in their cubby until show-n-tell. NO OTHER days other than show n tell, are children allowed to bring in personal toys/items from home.

Sign In

We use Brightwheel for attendance, tuition collection, and daily sign in and sign out. Parents or persons dropping off your children are required to use our tablets or their cell phones, open camera, use QR code symbols posted all over building to record child's arrival and departure.

Sick Children: Children who have a temperature of 100 degrees or more are not permitted to attend Amazing Kidz Academy LLC. Children who are running a low-grade fever, 99 degrees, and are still active are able to attend at the parent's discretion. Children who have a sinus infections, green mucus, headaches, or coughs, will not be permitted to attend without a note from the physician. Children who do not attend for 3 or more days due to illness, may not return to care without a note from the doctor stating child is medically able to return to care.

Soiled Linen

Parents are expected to launder linen and return to Amazing Kidz Academy LLC the next day. All linens will be taken home to launder every week.

Suspended Children

Amazing Kidz Academy LLC reserves the right to suspend children from the program for reasons including but not limited to:

- Failure to Remit Tuition
- Failure to Remit Co-Pays
- Failure to Remit Late Fees
- Inappropriate Conduct of Parent or Family Member
- Inappropriate Conduct of a Child Enrolled in the Facility
- Fighting and Biting
- Inappropriate Van or School Bus Behavior

When a child or family has been suspended, they may receive written notification. There may be times when they are notified verbally. Written notification may be in the form of a formal letter of suspension, a note on an incident report, or a formal letter. Only members of administration may suspend a family or child from the facility. A suspended child or family must adhere to the guidelines of their suspension, if any, in order to be reinstated into the program.

Suspended families or students are required to remit their full tuition or co-pay, including the Amazing Kidz Academy LLC CoPay, during the time of their suspension. Failure to adhere to any guidelines will result in immediate termination. Children who have been suspended from an all-day public or private school or camp program may not attend Amazing Kidz Academy LLC as it is illegal. Amazing Kidz Academy LLC will not accept children who have been suspended from school for any reason.

Termination

Amazing Kidz Academy LLC reserves the right to terminate for any reason. Notice of termination may be provided two weeks prior to the termination or the day before service will end. Reasons for termination may be but are not limited to:

- Failure to Remit Tuition
- Failure to Remit Co-Pays
- Loss of CCIS Funding
- Loss of DPW Funding
- Failure to Abide by DHS Guidelines
- Inappropriate Conduct of Parent, Guardian, or Family Member
- Threatening or disruptive tones, language, or actions by Parent, Guardians or Family member
- Illegal filming or photographing without owners written permission via cell phone or camera.
- Failure to Remit Late Fees
- Late Pick-Ups
- Failure to Abide by Policies Outlined in This Handbook
- Theft
- Failure to Abide by Posted Rules and/or Notices
- Failure to Control Child Behavior, including Fighting, Kicking, Biting, and Spitting, in Facility with Notices to Parent or Guardian That the Child Cannot Be Controlled by Staff

Toys

Amazing Kidz Academy LLC discourages students from bringing toys to the program. The aim of the program is to educate and stimulate your child using cognitive as well as developmental items and activities. Amazing Kidz Academy LLC will not be held responsible for toys brought from home and subsequently lost, broken, or stolen.

Transportation

Children will attend field trips via the use of private chartered school bus or via public transportation. Please fill out the necessary field trip permission form so your child may enjoy the many field trips, which are an important part of the Amazing Kidz Academy LLC curriculum.

Tuition

We use Brightwheel APP to collect Tuition based on the fee charged by Amazing Kidz Academy LLC each week to provide quality care and services to your child each day. It is the responsibility of the parent or guardian to remit in a timely manner each week. Tuition may be remitted monthly. Co-pays are also considered to be tuition and are due weekly. Tuition may also be remitted bi-weekly; however, an agreement must be reached between the parent and the Center Director, and the arrangement must be one that pays in advance to cover through your pay day. . Tuition rates may increase without noticed. Tuition rates may increase annually by 3%.

Van Pick-up and Drop-off

Amazing Kidz Academy LLC's Daycare Center is subject to strict rules. Children must board the van and must behave accordingly. Failure to adhere to rules and regulations may result in immediate termination from van pickup and drop-off services. Fees for these services are \$50 per week. This fee will be due every Monday, or no later than Wednesday of the week. Parents may not deliver their children to the van each morning. Children must arrive in ample time for parent to enter center, sign into Brightwheel, and allow children to be accounted for by staff at least 30 minutes before scheduled van departure time.

Van Call Outs

If your child will not be picked up, parents must call the center by 7:00 a.m. to inform them of the change. Failure to do so will result in a \$10 fee. Failure to remit said fee may result in termination of the program.

Washing Hands

It is good hygiene to enter the facility and to wash your child's hands. Please assist your child in this task prior to escorting them to their classroom or the breakfast table each morning.

Withdrawals

All withdrawals require two weeks written notice. Any child and family withdrawn from Amazing Kidz Academy LLC without providing proper and required noticed will be held financially responsible for two weeks tuition. Collection procedures will include, but not be limited to reports to local and national credit bureaus.

Web Address: www.amazingkidz123.com

Email: amazingkidz123@gmail.com

Amazing Kidz Academy LLC
Parent Handbook Receipt

I, _____, certify that I have read and understand the Parent Policy Handbook from Amazing Kidz Academy LLC. I further understand that my child(ren)'s care at Amazing Kidz Academy LLC is governed by this handbook. I agree to abide by rules and guidelines for the safety and security of my child(ren).

My signature below attests that I have read and understand the rules in this handbook. I understand that if I have any questions or concerns I should direct them to the Program Director of this facility.

Print Name: _____

Signature: _____

Date: _____

Director or Designee Print: _____

Director or Designee Signature: _____

Date: _____