

--- **REGISTRATION FORM** ---
KIDDIE CORNER CHILD CARE CENTER, INC.

HOURS OF CARE:

Monday-Friday, 6:30 AM- 6:00 PM

HOLIDAYS:

Labor Day, Thanksgiving Day, and the Day After, Christmas Day, New Year's Eve, Memorial Day, and the Fourth of July

WE WILL CLOSE AT 4PM ON THE FOLLOWING DAYS:

Christmas Eve, and New Year's Eve.

SPECIAL CLOSINGS:

Kiddie Corner will also close in the event of a driving ban in the city of Buffalo, or in the event of a power outage at the center. In this event, tune into NEWS CHANNEL 2, or RADIO WGR55. You are NOT responsible for tuition when Kiddie Corner has been OFFICIALLY CLOSED.

PRE-SCHOOLERS (BUSY BEE ROOM)

You will receive a monthly newsletter that will give you insight on the skills your child will be working on each week. For each weekly theme, your child's teacher will structure their daily activities to meet the developmentally appropriate goal while also gearing their programs to meet the individual needs of the children entrusted in their care. Please be sure to always have an extra change of clothes for your child and a smock for messy art projects and meals.

UNIVERSAL PRE-KINDERGARTEN (CATERPILLAR ROOM)

This is a fabulous Pre-K program that we have available to you and your child. It is a City of Buffalo Pre-school Program for children who will be 4 years old by January of that year. Tuition is FREE for the City of Buffalo residents and runs from 9am-11:30am.

Our Pre-K classroom is a fun and energetic place where each child is discovering themselves and the world around them! What they accomplished in our program will form the foundation they need for a lifetime of success in school and life.

SCHOOL AGED CARE

Kiddie Corner offers care for your school aged child if they are enrolled in Pre-Kindergarten or Kindergarten. This care is available before and after school, days off from school (including those unexpected snow days), and summer vacation. If you are interested in this care, please see Anne so that you can get the paperwork on our school aged program.

MEALS

Your child will receive a morning snack and an afternoon snack. For lunch, they will be served a yummy hot meal. We follow the menu you will receive at registration. Our meals are approved by our licensed nutritionist and the USDA.

Due to numerous **SEVERE** allergies,

KIDDIE CORNER IS A PEANUT FREE FACILITY.

PARENT RELATIONS

Your child will receive progress reports at least twice a year to let you know how your child is progressing developmentally.

Please feel free to contact Anne, or your child's teacher with any concerns you may have regarding your child's progress while in our care.

OUTDOOR PLAY

Your child will venture out on neighborhood walks with their class. Also, each building is equipped with an outdoor playground that is sure to keep your child active and having lots of fun! We will try to have your child outside at least once per day. This however, does not apply when the weather is too hot or too cold. Please be sure to always send your child with adequate outdoor clothing.

FIELD TRIPS & SPECIAL GUESTS

Field trips are a fun and exciting tool we use to enhance some of our themes. We will take trips such as, the farm, the bakery, Explore & More, etc. We are always happy for you to join on any trip! In addition to venturing out to celebrate certain themes, we often have visitors come to our Center to entertain your child. We have professional story tellers, magicians, clowns, reptile shows, and many other guests throughout the year!

KIDDIE CORNER CHILD CARE CENTER, INC. - POLICIES

ATTENDANCE POLICY

If your child's schedule varies weekly, please be sure to give your child's teacher their schedules no later than Thursday for the upcoming week.

If you need to add or switch days, you can do so, as long as we have the availability. Please see Anne or your child's teacher as soon as you know you need to make these arrangements.

Please be sure to call Kiddie Corner when your child will be absent.

You will be issued two weeks' worth (equivalent to the amount of days your child attends on a weekly basis) of vacation coupons per child every September. If your child enrolls in Kiddie Corner after March 1st, you will only receive one weeks' worth of coupons to use through August. You will then be issued two weeks' worth. These coupons can be turned in for payment when your child was absent on their scheduled day. Once you have used all your coupons for the year, you are responsible to pay for tuition regardless of attendance.

Coupons cannot be used as payment when your child was in attendance.

TUITION POLICY

There is a non-refundable \$35 registration fee per family to enroll at Kiddie Corner. Your registration is based on the availability we have when your paperwork, medical form, and registration fee are returned to us. This means enrollment is on a first come, first serve basis. Therefore, it is crucial to return ALL paperwork to us as soon as possible to avoid losing your placement.

Tuition is due EVERY FRIDAY for the past week of service. Any payments received later than this day will be issued a \$3 per day late fee.

Payments must be placed in our payment boxes located in the hallway. We accept cash, check, visa and master card as forms of payment. Please be sure to include the following on your payment: name of child, amount, and dates of service.

The amount of days you register for is the amount of days you are responsible to pay for each week. Our rates are posted near each payment box. They are subject to change every September.

ARRIVAL/DEPARTURE POLICY

Please be sure to escort your child to their classroom every morning. Their belonging (coat, hat, mittens, etc.) need to be placed inside their cubby.

Your child will be released to only those that are authorized by you in writing. Please be sure to keep your child's authorized pick-up sheet up to date by informing us of any changes. Any person unfamiliar to your child's teacher will be asked to show photo ID when picking up your child. Kiddie Corner CANNOT release your child to anyone under the age of 18.

HEALTH POLICY

Because we want to keep our center healthy, the following procedures are followed:

Our staff will conduct a daily health check on your child to check for signs of illness. Your child cannot attend Kiddie Corner until they are free from the following symptoms for at least 24 hours: temperature of 101* or higher, excessive diarrhea, vomiting, any rash until seen by a Doctor and approved to return to day care, and any illness that we feel necessary to exclude them for. If your child is diagnosed with a contagious illness (strep throat, hand-foot-mouth, pink eye, etc.) a Dr's note will be needed upon returning. Any medication needs must follow our MEDICATION ADMINISTRATION POLICY that you will receive upon registration. Please be sure to update your child's medical yearly and provide us with his or her updated immunization record. Because safety of your child is our primary concern, there is ALWAYS a CPR and 1st AID certified staff member on site.

EMERGENCY MEDICAL CARE

In the event of a medical emergency regarding your child, 911 will be called. We will then notify you.

DISCIPLINE POLICY

Our staff members attend regular in-services and training that train on developmentally appropriate ways to deal with behavioral issues. While many issues (hitting, tantrums, etc.) are age appropriate, we feel it is best to re-direct the child and always reward positive behavior. We will remove any child who is causing harm or distraction to the other children. They will be given supervised time to regain their composure so they can re-join their peers. If your child's behavior becomes a constant issue, their teacher will request a conference with you so that you can work together to correct the behavior.

CONFIDENTIALITY POLICY

All employees of Kiddie Corner are required to carry an oath of confidentiality towards all children and families enrolled. They will not discuss any issue regarding your child with anyone other than you and fellow employees of Kiddie Corner.

TERMINATION POLICY

Kiddie Corner reserves the right to terminate our contract and care for your child should the following occurs:

Non-payment tuition, any behavior problem that is beyond our control and is compromising the safety and well-being of the others, or any reason we find necessary.

KIDDIE CORNER IS LICENSED BY THE NEW YORK STATE DEPARTMENT OF CHILD AND FAMILY SERVICES AS A CHILD CARE PROVIDER. WE ARE A MANDATED CHILD ABUSE REPORTER.

By signing below, you agree to abide by all policies set forth by Kiddie Corner Child Care Center, Inc.:

Parent/Guardian

Name: _____

Parent/Guardian

Name: _____

Child's Name _____

Parent/Guardian

Signature: _____

Parent/Guardian

Signature: _____

Date: _____

Parent's Social Security Number (SSN):

____ - ____ - _____

Name of Parent Name
associated with Above SSN: _____

Day's Registered:
(check all that apply)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Director's

Signature: _____

Child Information Sheet

(A separate sheet needs to be filled out for each child)

Child's Full Name: _____

Date of Birth: _____ / _____ / _____ Age: _____

Home Address: _____

Street Address _____

City _____ State _____ Zip _____

Start Date: _____

Weekly
Schedule

Day's Registered:
(check all that apply)

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Time of Arrival _____ Time of Pick Up: _____

Parent Child Living With/Has Custody: _____

Parents are: (please check one)

Married

Divorced

Separated

Living Together

Widowed

Single

Other Members In Household:

Mother's /Guardian's Information

Mother/Guardian's Name: _____

Age: _____

Mother's Social Security Number (SSN):

_____-_____-_____-_____-_____-_____-_____-_____-_____-_____

Mother/Guardian's Home Address:

Street Address

City

State

Zip

Employer Name: _____

Employer Address:

Street Address

City

State

Zip

Mother's Home Phone: _____

Mother's Cell Phone: _____

Mother's Business Phone: _____

Mother's Driver's License Number: _____

Father's/Guardian's Information

Father/Guardian's Name: _____

Age: _____

Father's Social Security Number (SSN):

_____-_____-_____-_____-_____-_____-_____-_____-_____-_____

Father/Guardian's Home Address:

Street Address

City

State

Zip

Employer Name: _____

Employer Address:

Street Address

City

State

Zip

Father's Home Phone: _____

Father's Cell Phone: _____

Father's Business Phone: _____

Father's Driver's License Number: _____

CONSENT FORM

I give Kiddie Corner Child Care Center, Inc. permission for the following:

_____ pictures/videos to be taken of my child for the t.v., news, newspaper, web page, art projects, classroom decorations, etc.

_____ to take my child on supervised walks throughout the neighborhood, to local parks/playgrounds, etc.

_____ To apply sunscreen to my child as needed.

_____ In case of an accident or injury, I authorize any and all emergency medical, dental, and/or surgical care and hospitalization advised by the physicians, surgeon or hospital necessary for the proper health and well-being of my child. I am responsible for providing information on my child's special health needs (allergies, diet, disabilities, medical information, etc.) to Kiddie Corner, as may be necessary to assist the facility in properly caring for my child in case of an emergency.

Parent/Guardian Signature: _____

Date: _____

Child Release Authorization

Kiddie Corner will not release your child to anyone other than you unless written authorization is provided.

Please list below anyone you wish to give authorization to pick up your child:

Name:	Relationship:	Phone #

Parent/Guardian Signature: _____

Date: _____

It is your responsibility to keep Kiddie Corner Child Care Center, Inc. informed of all changes regarding your child's information.

What foods does your child like? Dislike?

What are some of your child's favorite toys/games/activities/etc.?

How does your child express anger/frustration?

Does your child have any particular fears? (dogs, vacuums, sirens, etc.)

When your child is upset, what helps to comfort them?

How do you discipline your child?

Are there any special family situations that we should be made aware of?

What are your expectations of Kiddie Corner?
