

Enrollment Date: \_\_\_\_\_

Withdraw Date: \_\_\_\_\_

Building Bridges Child Development Center

**Child's Information:**

Name: \_\_\_\_\_ Male Female DOB: \_\_\_\_\_

Child resides with: \_\_\_\_\_ Primary language spoken in the home: \_\_\_\_\_

Special medical conditions (allergies, etc...)

\_\_\_\_\_  
\_\_\_\_\_

**Family Information:**

Mother / Guardian Name: \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Phone #s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Father / Guardian Name: \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Phone #s: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Local Emergency Contacts - Not mother or father - You must list two**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Home Cell Work

Phone: \_\_\_\_\_ Home Cell Work Relation to Child:

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Home Cell Work

Phone: \_\_\_\_\_ Home Cell Work Relation to Child:

**Others Authorized to pick up your child (other than emergency contacts)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Home Cell Work

Phone: \_\_\_\_\_ Home Cell Work Relation to Child:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Hospital: \_\_\_\_\_ Phone: \_\_\_\_\_

## Tuition Agreement

I understand that tuition is subject to change with advance notice. There is a **non refundable** registration fee of \$50 per child or \$75 per family. The registration fee is **due upon enrollment and renewed annually**.

- All monthly payments are due by the 5<sup>th</sup> of each month.
- Weekly and bi-weekly tuitions are due **in advance** each Monday.
- Payments made after the 5<sup>th</sup> of each month are subject to a **\$10 PER DAY** late fee.
- Weekly tuitions not paid the Monday **PRIOR** to your child's attendance are subject to a **\$10 PER DAY** late fee.
- Tuition rates are based on a 9 hour day. If your child is here longer than 9 hours on any given day, you will be charged \$4 per hour.
- CYFD Contract families who exceed their allotted contracted hours will be charged \$4 per hour in excess of allotment.

**Per State Regulations, no child is allowed to be at the center for more than 12 hours per day!**

**Please fill in your child's schedule:**

Mon	Tues	Wed	Thurs	Fri	Sat
To	To	To	To	To	To

It is **your responsibility** to clock your child in and out each day that your child attends! To ensure that we have adequate staff to meet all children's needs, please adhere to your schedule. Notify us in advance of any changes you may need to make to your schedule.

CYFD Contract:    Yes    No                      Monthly Co-Pay: \_\_\_\_\_  
 Daily Rate: \_\_\_\_\_                      Total Weekly Tuition: \_\_\_\_\_

Registration:        \$50 (1 or 2 Children)                      \$75 (3 or more children)

Total Due at enrollment (Co-pay or tuition plus registration): \_\_\_\_\_

Building Bridges Development Center will provide well balanced, nutritional meals and snacks.  
 Breakfast: 8-9am    Lunch: 12 Noon-12:30    Snack: 3-3:30pm    Dinner: 5:45pm

I have read and agree to follow all policies and procedures of Building Bridges Child Development Center.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

**Enrollment Agreement**  
*Mandated by State Licensing Regulations*

I/We, the parent(s) of \_\_\_\_\_, understand the policies and procedures of Building Bridges Child Development Center. I/We agree to abide by the rules and regulations set forth by the director of this facility. I/We further understand that this center is licensed and regulated by the State of New Mexico. I/We understand that all costs associated with child care at this facility and accept responsibility for all charges incurred at Building Bridges Child Development Center. I/We agree not to hold the director, owner, or any staff member responsible for any injury sustained by my/our child while in the care of this facility. Furthermore, in the event of an emergency, I/We give permission for my/our child to be transported to the nearest emergency facility by the most expedient means necessary and that neither staff, nor the director of this facility will be held responsible for injuries sustained to my/our child while in transit.

I have read and agree to follow all policies and procedures of Building Bridges Child Development Center.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

**Consent for Emergency First Aide & Transportation**

I hereby give permission that my child, \_\_\_\_\_, may be given emergency treatment by a staff member at Building Bridges Child Development Center. I also give permission for my child to be transported by car, ambulance, or other emergency vehicle necessary. I agree to hold Building Bridges Child Development Center and all its employees NOT liable.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Consent for Medical Care and Treatment**

In the event that I cannot be contacted immediately, I give permission that any medical treatment deemed necessary by an attending physician may take place. I, again, hold Building Bridges Child Development Center and all its employees NOT liable.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Building Bridges Child Development Center Sick Child Policy and Procedure

Regular school attendance is encouraged. However, a sick child should be kept at home. The following guidelines have been established to determine if a child should be at school. Parents will be called to pick up their child if the following symptoms are present:

1. Diarrhea or vomiting - The child may return when symptoms have ceased for 24 hours.
2. Impetigo - The child may return after antibiotics have been administered for 24 hours, or when sores are dry with NO yellow crust (about 7-10 days).
3. Fever - 100° rectally or 99.4° orally - The child may return when free from fever for 24 hours.
4. General malice (headaches, listlessness) - A child who will not eat or participate in activities does not belong at school.
5. Otis Media (ear ache) - The child should be seen by a physician and may return to school following a minimum treatment of 48 hours.
6. Perdiculosis (lice) - The child may return following a minimum of 48 hours after shampoo treatment has taken place. If any eggs remain, the child will be sent home immediately.
7. Colds - The child may attend school if he/she is free from fever and general malice.
8. Ring Worm or Athlete's Foot - The child may attend school if the infected areas are covered and being treated.
9. Strep Throat - The child may attend school after 24 hours of antibiotic treatment.
10. Conjunctivitis (Pink Eye) - The child may return following 24 hours of treatment with medication prescribed by a medical doctor.
11. Any condition that requires constant care is up to the management's discretion.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Building Bridges Child Development Center Health History Questionnaire

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Last Well Check: \_\_\_\_\_

Has your child had any of these diseases or complications with (check all that apply):

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="radio"/> Hepatitis            | <input type="radio"/> Ringworm         | <input type="radio"/> Impetigo       |
| <input type="radio"/> Measles              | <input type="radio"/> Skin Rash        | <input type="radio"/> Mumps          |
| <input type="radio"/> German Measles       | <input type="radio"/> Soiling          | <input type="radio"/> Polio          |
| <input type="radio"/> Scarlet Fever        | <input type="radio"/> Urinary problems | <input type="radio"/> Whooping Cough |
| <input type="radio"/> Tuberculosis         | <input type="radio"/> Stomach Upsets   | <input type="radio"/> Constipation   |
| <input type="radio"/> Fainting Spells      | <input type="radio"/> Asthma           | <input type="radio"/> Convulsions    |
| <input type="radio"/> Frequent Cold        | <input type="radio"/> Bronchitis       | <input type="radio"/> Diarrhea       |
| <input type="radio"/> Frequent Sore Throat | <input type="radio"/> Chicken Pox      |                                      |
| <input type="radio"/> Lice                 | <input type="radio"/> Diabetes         |                                      |

Please list any illness not listed above:

\_\_\_\_\_

Has your child ever been hospitalized?      Yes      No

If yes, please list the dates and reasons:

\_\_\_\_\_

\_\_\_\_\_

Has your child sustained any injuries with fractures or loss of conscience?      Yes      No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Please list any known allergies:

\_\_\_\_\_

\_\_\_\_\_

Dental visit: \_\_\_\_\_ Vision test: \_\_\_\_\_ Hearing screening: \_\_\_\_\_  
(Date) (Date) (Date)

Resources provided for the above services? Yes \_\_\_\_\_ (initial if provided)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Discipline Policy

*Mandated by State Licensing Regulations*

All staff members employed by Building Bridges Child Development Center will actively attempt to stop a child from continuing a behavior which is dangerous to the child or others, or which is disruptive and/or interferes with group time and/or other activities. Consistency is the key to effective discipline. All staff members employed by Building Bridges Child Development Center will be consistent with the following procedures:

- The staff member will attempt to redirect the child to other activities.
- If behavior continues, the child will be separated for a brief Time Out. All staff will ensure that the child understands what the offense was and what is required to rejoin the group. A representative of Building Bridges Child Development Center will inform the parents of the child of the dangerous or disruptive behavior, should it continue.
- If a child has hurt another, the staff member will try to get the offender to realize his/her responsibility by talking with the children together, helping the offender to notice how the other child feels, and asking what he/she could do to make the other feel better. Apologies are to be encouraged, but may not be forced or used as a requirement to rejoin the group.
- If a child is continuously disruptive or abusive to others or him/her self, either physically or verbally, the following steps will be taken:
  1. The parent will be notified and the problem discussed.
  2. A mutual plan for correction will be adopted.
  3. If the behavior does not improve after the discussion, the director may ask that the child be withdrawn from the center, for reasons beneficial to the child and/or the center, with one week notice, or immediately if the safety and well being of other children or staff members are at risk.

The following disciplinary practices are ***strictly prohibited***:

- Physical punishment of ANY type.
- Withdrawal of food, rest, bathroom access, or outdoor activities.
- Abusive or profane language. This includes yelling.
- Any form of public or private humiliation. This includes threats of physical punishment.
- Unsupervised isolation

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Trip Permission

I hereby request that my child be permitted to participate in field trips to the park, or any other activities that would involve taking my child outside of the center for his/her benefit in attendance at this facility.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## General Information and Consent

I have provided Building Bridges Child Development Center with all immunization records for my child and have read information regarding my child's enrollment. I understand that identification may be required before my child is released to unrecognized individuals. I understand that Building Bridges Child Development Center retains the right to disenroll my child if my child's needs are not being met adequately, which is up to the discretion of the center Director. I affirm that all information on the registration form is accurate and true to the best of my knowledge. I am aware that I am welcome at any time to observe my child at Building Bridges Child Development Center, with the understanding that I am to respect the teachers in the rooms and in the confines of the building. I understand that any threatening or belligerent behavior on the part of my child or me may be grounds for disenrollment.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

## Building Bridges Child Development Center Parent Handbook Acknowledgment

I, \_\_\_\_\_, have read and understand the policies and procedures as specified in the Parent Handbook.

By signing the Parent Handbook Acknowledgment, I agree that I have, as stated above, read and understand the policies and procedures set out in the Parent Handbook.

Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_