

**YMCA Paulding Early Childhood Development Academy**  
**Preschool Parent Enrollment/Orientation Checklist**

We would like to take this opportunity to THANK YOU for entrusting the YMCA with the care of your child. Here at the YMCA we pride ourselves in providing the highest level of quality care possible. As you complete the enclosed documents, please use the checklist below to ensure that we have not neglected to review this information:

**Enrollment Documents:**

- Student Enrollment Form \_\_\_\_\_
- Preschool Information packet \_\_\_\_\_
- School Policies & Procedures \_\_\_\_\_
- Parental Agreement \_\_\_\_\_
- Emergency Medical Form \_\_\_\_\_
- Keeping Kids Safe \_\_\_\_\_
- NAEYC Code of Ethical Conduct (for staff) \_\_\_\_\_
- Infant Feeding Plan (If applicable) \_\_\_\_\_
- CACFP Eligibility Form \_\_\_\_\_
- Developmental History \_\_\_\_\_
- Interview / Photocopy Release \_\_\_\_\_
- Classroom Information \_\_\_\_\_

**Documents Provided to the School:**

- Certificate of Immunization (Form 3231) \_\_\_\_\_
- Physical \_\_\_\_\_

**School Orientation:**

- Tour of Facility \_\_\_\_\_
- Introduction of Staff/Teachers \_\_\_\_\_
- Creative Curriculum Parent Handbook \_\_\_\_\_
- Y's Way to the Creative Curriculum brochure \_\_\_\_\_
- Class Schedule and Sample Menu \_\_\_\_\_
- Opportunity to join the Parent Advisory Council \_\_\_\_\_
- Partner With Youth Campaign information \_\_\_\_\_
- Information regarding NAEYC accreditation standards \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_



# YMCA Paulding Early Childhood Development Academy

## Children's Enrollment Form

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Entrance Date \_\_\_\_\_ Withdrawal Date \_\_\_\_\_

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Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Ethnicity \_\_\_\_\_ Birth date \_\_\_\_\_

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Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

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Father's Name/Home Address/Telephone Number, if different from child's \_\_\_\_\_

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Place of Employment/Business Number \_\_\_\_\_ Income \_\_\_\_\_

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Mother's Name/Home Address/Telephone Number, if different from child's \_\_\_\_\_

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Place of Employment/Business Number \_\_\_\_\_

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Child's Living Arrangements:     Both Parents             Mother             Father             Other

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Child's Legal Guardian(s):     Both Parents             Mother             Father             Other

The child may be released to the person(s) signing this agreement or to the following:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

Persons to contact in the case of an emergency when parents cannot be reached:

<u>Name</u>	<u>Telephone</u>
_____	_____
_____	_____
_____	_____

Name of public or private school child attends, if any:  
\_\_\_\_\_



**Children's Enrollment Form** page 2

\_\_\_\_\_  
Child's Physician or Clinic's Name (Child's Primary Health Source)

\_\_\_\_\_  
Telephone Number

My child has the following special need(s):  
\_\_\_\_\_  
\_\_\_\_\_

The following special accommodation(s) may be required to most effectively meet my child's needs while at this center.  
\_\_\_\_\_  
\_\_\_\_\_

My Child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (Parent/Guardian) \_\_\_\_\_  
Date \_\_\_\_\_



## YMCA Paulding Early Childhood Development Academy “PARENT POLICIES & PROCEDURES”

1. The program operates Monday - Friday, from 6:30a.m., until 6:30 p.m., January through December.
2. The center provides care for ages 6 weeks to 8 yrs of age.
3. The program will be closed on the following days:

Martin Luther King Birthday  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day (and day after)  
Christmas Eve and Day  
New Years Eve and Day

If one of these holidays falls on a Saturday, it will be observed on the preceding Friday. If one of these holidays falls on a Sunday, it will be observed on the preceding Monday. In regards to the Christmas and New Year's holiday's, the closing dates will be given at least three months in advance.

4. I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contact, child's physician, child's health status, infant feeding plans and immunization records, etc.
5. The center must have an updated Immunization Certificate on file for each child; this is a state requirement. The first certificate must be provided before the first day of attendance and updated thereafter. The Georgia Pre-K Program and Head Start require the certificate be on file within 30 days of the first day of school. The Ear, Eye and Dental should be on file within 90 days of school.
6. **Children should not bring food into the center.** Adequate balanced meals are served daily, which include Breakfast, Lunch and afternoon Snack. Food and menu exceptions cannot be made for individual children, unless for documented medical reasons that must be supported by a doctor's statement.  
Food that comes from home for sharing must be either whole fruit or commercially packaged foods in factory sealed containers.(5.B.02)
7. The center staff will administer only dated, labeled, prescribed medications or age-appropriate over-the-counter medication with a **Doctors instruction for administering-amounts and frequency** at mid-day. Parents must sign an authorization form before any medication can be administered. Parents will be notified of any adverse reaction to the medication
8. Parents are required by the state to escort their child(ren) into the center each day and enter in the evening when picking them up. **All children must be signed in and out daily.** This is to assure that you see proper supervision being provided, as well as assuring that only authorized individuals are picking up your child.
9. Every child must have an afternoon rest/nap, this allows the children an opportunity to have a break from the day's activities and this is also a state requirement.
10. **Each child must have a complete change of clothes in case of accidents.** All belongings must be labeled with your child's name.
11. The facility agrees to keep me informed of any incidents, including illnesses, injuries and exposure to communicable diseases.
12. The center agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep. Children with sores on their hands are not permitted to participate in water play activities.(5.A.10).
13. Discipline and guidance at the center is important. We have a policy in place where the teachers use behavior modification techniques to improve the behavior. Physical punishment is never permitted. If it



is determined that the behavior is not improving, we will request a parent meeting with the teacher and director's to discuss other possible solutions. At times it maybe necessary to terminate a child's enrollment if it is determined that the center cannot meet the needs of the child.

14. The center makes no arrangements for transportation to or from the center.
15. Children will not be accepted at the center if they are ill, this includes, but is not limited to temperatures of 101 degrees or higher oral temperature and any contagious symptoms; rashes, sore throat, vomiting, etc. Should the child become ill during the day, the parent or designated emergency contact person(s) will be notified to pick up the child.
16. We will post when a communicable disease has been introduced into the center. Children with a communicable disease cannot attend the center and must be free of the illness before re-entering the program.
17. A copy of the State Rules and Regulations which apply to the operation of the center is available for your review. A copy of the most recent licensing review is also available for your review upon your request.
18. We have an agreement with Wellstar Pediatric that in case of emergency, and we are unable to reach you, your child will be able to receive emergency medical treatment. The center must have current evidence of healthcare coverage in case of emergencies.(5.A.01)
19. In case of violent weather, please do not call the center, we will be busy providing the best possible care for our children. In the event of a fire, gas leak or bomb threat, the children will be evacuated immediately from the center. Emergency plans are posted for your review. In case of inclement weather that may require the closing of the center, we will make such announcements on the recorded voice mail system here at the school.
20. Parents are always *welcomed* and encouraged to visit your child at the center. However, it is required that you make your presence known by signing in at our reception desk. Children should not be removed from the center without proper notification to the staff. Parents are asked to serve on the PAC to support the "Y" Programs.
21. Parents are asked for safety reasons to park only in designated marked parking areas.
22. It is the YMCA mission to serve all children in need of quality childcare. We will make every effort possible to serve all families requesting services. All children enrolling in our program must be able to function within staff/teacher ratios as set by the State.
23. Late Pick-up after 2:15pm for Pre-k will be charged a \$1.00 per minute.

I have read the YMCA Paulding Early Childhood Development Academy Policies and Procedures and will abide by all policies to ensure compliance.

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date



**YMCA Paulding Early Childhood Development Academy**  
**“PARENT FINANCIAL AGREEMENT”**

1. Payments are due Monday before services are rendered. A \$10.00 late fee will be added if the tuition is paid after Monday. **No more than two days of service can be provided without payment of tuition.**
2. If your child is absent for one (1) full week, you must pay one-half (1/2) week’s tuition in an advance to reserve their space. Two weeks per year will be granted at this discounted rate. If your child is absent for more than two days without payment or notice, that space will be filled without prior notice.
3. **Attendance of three (3) days constitutes a full week’s tuition payment.** Attendance of two days or less due to illness or emergencies will be discounted at 1/2 the tuition. The Director’s should be notified in this case to approve the discount.
4. Children cannot be picked-up later than 6:30p.m. If a child is picked up after closing, a \$1.00 per minute charge will be paid before the child can return to the program the following business day. If a child remains on the premises longer than thirty minutes after closing, DFCS will be notified of the neglect.
5. A two week’s written notice must be provided before withdrawing a child. All parents will receive an exit interview to determine if their child’s needs were met.
6. If we receive a return check, a \$25 return check fee will be charged. If we receive more than one (1) return check, future payments must be in the form of a money order. Payments may not be made in cash.

Please sign below:

I, the undersigned, understand and agree to abide by all policies of the YMCA Paulding Early Childhood Development Academy

\_\_\_\_\_  
Parent/ Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Daytime Contact#

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date

Note: A copy of this agreement will be kept on file



## **YMCA Paulding Early Childhood Development Academy Infant Care Agreement**

1. The infant must be at least six (6) weeks of age before attending the center.
2. **There must be an Infant Feeding Form on file before the first day of attendance.** This form must be updated as needed. The feeding times cannot be altered unless we receive a written notice from the parents specifying the reason.
3. The parents must provide - Disposable diapers, Baby Wipes, Bibs, Baby food, Formula in bottles labeled with the child's name and dated. It is very important that we have a complete change of clothes in case of accidents.
4. Parents of toddlers shall provide pull-ups and disposable wipes until the child is fully trained.

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

\_\_\_\_\_  
Date



# YMCA Paulding Early Childhood Development Academy

## PARENTAL AGREEMENTS WITH CHILD CARE FACILITY

1. The YMCA Early Childhood Development Academy agrees to provide day care for \_\_\_\_\_  
Name child is called

On Monday - Friday, 6:30 a.m. to 6:30 p.m.

Days of week  
from January to December.  
Month month

My child will participate in the following meal plan (circle applicable meals and snacks):

**Breakfast/ morning snack:**                      **lunch;**                      **afternoon snack;**                      evening meal;                      bedtime snack.

2. Before any medication is dispensed to my child. I will provide a written authorization, which includes: date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. **Medicine will be in the original container with my child's name marked on it.**
3. My child will not be allowed to enter or leave the facility without being escorted by the 'parent(s), person authorized by parent(s), or facility personnel.
4. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.
5. The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable diseases, which include my child.
6. The YMCA Early Childhood Academy agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.
7. I have received a copy and agree to abide by the policies and procedures for The YMCA Paulding Early Childhood Development Academy.

Name of facility

Signature (Parent/Guardian) \_\_\_\_\_

Date \_\_\_\_\_

Signature (Facility Administrator) \_\_\_\_\_

Date \_\_\_\_\_



# 1. YMCA Paulding Early Childhood Development Academy

## Infant Feeding Plan

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Birthday \_\_\_\_\_

Does the child take a bottle? Yes  No

Is the bottle warmed? Yes  No

Does the child hold own bottle? Yes  No

Can the child self feed? Yes  No

Does the child eat:

Strained Foods  Whole Milk

Baby Foods  Table Foods

Formula  Other

What type formula used? \_\_\_\_\_

Amount of formula to be given? \_\_\_\_\_

Updated amounts of formula: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Does the child take a pacifier? Yes  No  The pacifier may not be attached to the child's clothing and must have the child's name on it.

When? \_\_\_\_\_

Food likes \_\_\_\_\_ Food dislikes \_\_\_\_\_

Allergies (which includes any premixed formula)? \_\_\_\_\_

Child's Schedule Breakfast \_\_\_\_\_

Approximate Time

Types and approximate amounts of food

Lunch \_\_\_\_\_

Approximate Time

Types and approximate amounts of food

Dinner \_\_\_\_\_

Approximate Time

Types and approximate amounts of food

Morning Nap \_\_\_\_\_

Approximate Time

Afternoon Nap \_\_\_\_\_

Approximate Time

Instructions for the introduction of solid foods \_\_\_\_\_

Any updated instructions regarding adding new foods or other dietary changes please list as needed

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

Parent/Guardian Signature \_\_\_\_\_



**YMCA Paulding Early Childhood Development Academy**  
**VEHICLE EMERGENCY MEDICAL INFORMATION**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Father's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Other \_\_\_\_\_

Mother's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Other \_\_\_\_\_

Persons to notify in case of emergency (if parents can't be reached):

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Medical facility of family \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Child's Allergies \_\_\_\_\_

Current prescribed medicine \_\_\_\_\_

Child's special medical needs/conditions \_\_\_\_\_

In the event of an emergency involving my child, and if The YMCA Paulding Early Childhood Development Academy cannot get in touch with me, I hereby authorize emergency medical care. I further agree to be fully responsible for all medical expenses incurred during treatment of my child.

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Signature: Parent/Guardian

Date



## **KEEPING KIDS SAFE**

The YMCA of Metro Atlanta, as a premier child and family serving agency, recognizes its responsibility to always provide children and youth with the safest possible place. As an **employee** you are required to abide by the following

### **CODE OF CONDUCT**

- 1 In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where the staff and a child cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
- 2 Staff shall never leave a child unsupervised.
- 3 Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff members are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff. Staff supervising children with special needs for assistance shall be trained in appropriate assistance techniques and should always try to be where one other staff can see them.
- 4 Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- 5 Staff shall not abuse children including: physical abuse, (strike, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding care, cruelty); neglect (withholding food, water or basic care). Any type of substantiated abuse will not be tolerated and will be cause for immediate dismissal.
- 6 Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint will be used only in pre-determined situations (necessary to protect the child or other children from harm), and is only administered in a prescribed manner and must be documented in writing.
- 7 Staff will conduct a health check of each child each day noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child by a supervisor or program director in a non-threatening way. Any questionable marks or responses should be documented by the supervisor or program director.
- 8 Staff will respond to children with respect and caring and treat all children equally regardless of sex, race, religion or culture, ability or disability.
- 9 Staff will respect children's rights not to be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
- 10 Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.
- 11 The YMCA does not discriminate against an individual's lifestyle or habits away from the job provided such does not interfere with quality YMCA program work. It does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA.



## KEEPING KIDS SAFE

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- 12 Staff must appear clean, neat and appropriately attired.
- 13 Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- 14 Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- 15 Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
- 16 Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
- 17 Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. (Remember our values: honesty, caring, respect, and responsibility.)
- 18 Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: baby-sitting or inviting children to their homes) puts both themselves and the YMCA at risk and is thoroughly discouraged by the YMCA. Staff also understands that all parent packets discourage parents using YMCA staff for baby sitting.
- 19 **Staff are not to transport children in their own vehicles.** If an exception occurs for program reasons, staff are required to call the branch and inform them when they are leaving and where they are going and the expected time of arrival. Staff will call when they arrive unless they are driving to the branch.
- 20 Adult staff may not date program participants under 18 years of age.
- 21 Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). If a dispute arises over child custody, supervisors are to refer to any legal papers filed (as in divorce or separation agreements).
- 22 Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.
- 23 An adverse background report as established by the Georgia Department of Human Resources Child Care Division will result in termination as an employee of the YMCA. This includes but is not limited to arrest or conviction involving crimes against youth or children, or sex crimes, drug related convictions, or any felony conviction.
- 24 Staff further understand that if they see any staff person failing to "keep kids safe" they are to report concerns to their supervisor, program director or branch executive.



***Metro Atlanta YMCA***  
***YMCA Paulding Early Childhood Development Academy***  
**KEEPING KIDS SAFE**

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I acknowledge that I have read the YMCA's policy regarding Keeping Kids Safe and fully understand.

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Parent's Signature

Date

