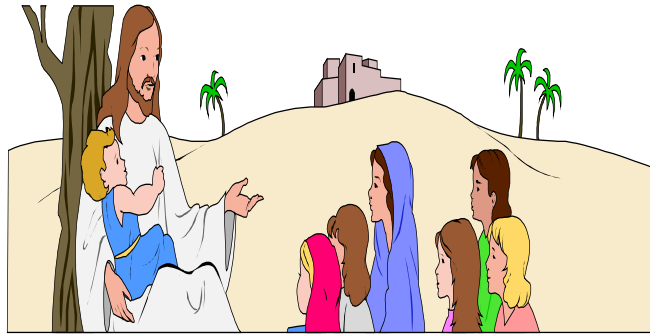


# St. James Brethren Church King's Kids Child Care & Learning Center



## PARENT HANDBOOK

17718 Lappans Road  
Saint James, Maryland 21781  
301-582-3333 (Voice Phone)  
301-582-9383 (Fax)

Email: [kingskids@sjbchurch.com](mailto:kingskids@sjbchurch.com)

Check out King's Kids Child Care on the web at [www.sjbchurch.com](http://www.sjbchurch.com)

Published July 16, 2008  
Revised October 25, 2010



Dear King's Kids Family,

Welcome to King's Kids Child Care & Learning Center at St. James Brethren Church. This Handbook is intended to facilitate your understanding of the operation of the Center. The policies, procedures and programs outlined in this handbook are regularly reviewed and improved.

Our entire staff is looking forward to meeting each of you and soon becoming a big part of your family's every day life. As your child's caregiver's, we will offer them a fun and fulfilling experience in which to grow and learn. Enclosed is a schedule of our daily activities and we invite you to share with your child (if able) what this program will entail for them.

You will also find LOTS of paperwork, all of which we need to have filled out and returned to us on or before your child's first day attending our center. (There are some exceptions since we understand that doctor's offices are not always as time efficient as we would like-let us know if you run into any problems.)

Along with your child's paperwork, we also need to have your deposit of \$25.00 and your payment for that first week of care.

Please feel free to call or visit us anytime you have questions or would simply like to interact in your child's care center.

Sincerely

Kristin Long  
Director of King's Kids  
[kingskids@sjbchurch.com](mailto:kingskids@sjbchurch.com)

“Children are a gift from the LORD;  
they are a reward from him.”  
Psalm 127:3 (NLT)

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Staff of St. James Brethren Church and King's Kids Child Care & Learning Center

**Dr. Brian Moore – Pastor**  
**Kristin Long – Center Director**  
**Melissa Reichard – Assistant Director – 4 & 5 Year Olds Preschool Co - Group Leader**  
**Jessica Delauter – 4 & 5 Year Olds Preschool Co-Group Leader**  
**Heidi Bryan – 3 Year Olds Preschool Co-Group Leader**  
**Valerie Shank – 3 Year Olds Preschool Co-Group Leader**  
**Shelley Nakopoulos – Toddler Preschool Group Leader**  
**Wendy Munn – Toddler Preschool Aide**  
**Heather Frederickson – Toddler Preschool Aide**  
**Deb Shank – Toddler Group Leader**  
**Ashley Rice – Toddler Aide**  
**Sandy Kelbaugh – Infant Group Leader**  
**Jennifer Higgins – Infant Aide**  
**Michelle Daugherty – School Age Group Leader**

**King's Kids Board of Directors: Joe Schnebly, Dave Drury, Rachel Roth**

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**King's Kids Child Care Center is a Maryland State Department of Education licensed facility that offers:**

- Infant Care for children ages 6 weeks to 14 months.
- Toddler Care for children ages 14 months to 2 years.
- Toddler Preschool Care for children ages 2-3 years.
- Preschool Care for children ages 3-5 years.
- After-School Care for Fountain Rock Elementary & Rockland Woods Elementary, Grades Kindergarten – 5<sup>th</sup>
- Scattered Enrollment Care for parents/guardians in the community needing childcare on days that the Washington County Board of Education (W.C.B.O.E.) issues a school closing.

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## Mission Statement

St. James Brethren Church exists to worship God, to build up the Body of Christ and to bring others to faith in Him. King's Kids Child Care Center is an outreach ministry through which we hope to fulfill this mission.

## Core Values Statement

### We Value:

#### **SAFETY** by:

- Making the health and well being of children our #1 responsibility
- Controlling the access to our facility to protect our children and staff
- Continuously training employees on regulations and policies
- Providing a healthy, clean, emotionally safe atmosphere

#### **CHILD DEVELOPMENT & EDUCATION** by:

- Employing skilled teachers who foster a warm nurturing environment
- Understanding that the laughter of happy children is essential to their growth
- Providing lesson plans, field trips, activities and other learning opportunities
- Only exposing children to appropriate materials, behavior and language
- Accepting children's differences in an inclusive environment

#### **RESPECT** by:

- Displaying personal pride in King's Kids Day Care Center and in ourselves
- Being considerate to each other in our actions and words
- Demonstrating respect for others, for property and for rules

#### **COMMITMENT** by:

- Recognizing the volunteer efforts of parents and community members
- Working closely with schools and local organizations and businesses
- Having employees who care about making a difference in a child's life

#### **COMMUNICATION** by:

- Encouraging parents and teachers to share information about children for better understanding
- Being open and honest in all interactions between parents, teachers, staff and children
- Creating and reinforcing clear policies for our business
- Being available just to listen

#### **PARENT-TEACHER RELATIONSHIPS** by:

- Promoting a Supportive Relationship between parents and teachers
- Providing consistency for children between home, school and daycare
- Knowing parents really appreciate how much the teachers do

## **Our Philosophy**

As a ministry of St. James Brethren Church to children and their families, we endeavor to prepare our teachers and staff, through high quality and on-going professional development, to provide a range of creative opportunities for growth of the whole child as God intended: spiritually, intellectually, socially, physically and emotionally.

### **Program Goals**

1. To provide many opportunities for spiritual growth by introducing children to God, their creator and loving father, and Jesus Christ, His son, who is the Savior of the world.
2. To provide opportunities for social growth with other children in a loving, caring environment so that they can learn to love and are for one another.
3. To provide learning experiences and activities that will help each child develop a healthy self-concept, self-control and a sense of responsibility.
4. To provide an environment and program that will enable children to learn and grow physically and intellectually using age-appropriate activities, materials and teaching techniques.
5. To provide support, encouragement and helpful resources to parents, the primary caregivers, as together we help their children transition through various stages of growth.

### **Program Components**

1. The Creative Curriculum was developed to provide a variety of activities that will promote the physical, mental, social, emotional, and aesthetic development of children at a younger age.
2. Biblical education materials, worship activities and prayer are creatively interwoven into the Creative Curriculum.
3. Center hours are Monday – Friday, 7:00 a.m. to 5:30 p.m.
4. The Child Care facility serves both the Child Care Program as well as Church activities.

## **About The Staff**

### **Qualifications**

We have assembled an experienced, caring staff with excellent education credentials. Many hold Bachelor degrees, Associate degrees or a CDA. In addition all staff have Nursery School teaching experience. Their references were thoroughly checked. All staff have been finger printed and cleared through a Maryland State central registry.

### **Staff Orientation and Staff Development**

All staff has been orientated to the roles and responsibilities of their positions. They attend staff meetings, In-services, and conferences. There is plentiful material maintained in the center for educating staff in many areas.

## Schedule and Holidays

### Days of Operation Schedule

King's Kids will be **OPEN 7:00 a.m. – 5:30 p.m. Monday through Friday** during:

- ❖ All Regularly Operating School Days
- ❖ All W.C.B.O.E. Professional Days (Please provide a packed lunch for your child)
- ❖ Early Dismissals due to W.C.B.O.E. half-day day scheduling.
- ❖ Early dismissals, delayed openings and school closings due to inclement weather\*.

*\*See inclement weather below.*

While we provide 10 ½ hours of child care daily we ask that, when at all possible, you maintain a consistent schedule. This will allow us the opportunity to provide adequate staffing at all times for all our children.

King's Kids will be **CLOSED** for:

- ❖ The following W.C.B.O.E. observed holiday's: Labor Day, Thanksgiving Break, Christmas/New Year's Break\*\*, Easter Break, Memorial Day
- ❖ Summer Holiday's: Independence Day
- ❖ King's Kids will make every effort to be open in inclement weather. However, if conditions become dangerous for families and staff, you will receive a phone call and/or email about early closings and delayed openings.

Tuition is charged for the above anticipated closed days.

\*\*Notification will be given by the first week of October if the center will/will not be open during part of the Christmas/New Year break.

### Arrival and Departure of Children

Parents are responsible for completing the SIGN-IN/SIGN-OUT sheet for their child at the time of arrival and departure. The parent **MUST** sign the child in or out each time the child is dropped off or picked up for any length of time. Parent's signature must consist of first and last name **not** MOM or DAD. Time of arrival and departure must be indicated in the appropriate space on the sign-in/sign-out sheet. As a precaution, anyone other than the parent **WILL** be asked to show proper identification before the child will be released. This includes those on your enrollment package. Persons **NOT** listed on your child's enrollment form will be allowed to retrieve your child with the proper forms completed and contact made by the center with the parent(s). As a courtesy to our teachers, we ask that the parent/guardian leave a note with the child's teacher if the child will be picked up by **ANYONE** other the parent/guardian. Due to the extended hours of our service, your child may spend a portion of her/his day at the beginning and at the end (for full day attendees) in designated "opening and closing" rooms. This is done to maximize the efficient utilization of employees and space.

### Absences

If for any reason your child will not be attending King's Kids on any day, we ask that you call to notify the Center Director so we won't be expecting and planning on your child. Payment is required as indicated in the Child Care Rates section.

# The Program

## Personal Belongings

For Infants, Toddlers and Preschool children, naptime is a very important time of the day. King's Kids will provide adequate sleeping arrangements in the form of cribs or cots; however, it is the parent's responsibility to provide the following CLEARLY labeled items to make naptime comfortable for everyone:

- ☛ 1 Crib Sheet (Toddler/Toddler Preschool/Preschool)
- ☛ 1 Blanket (Toddler/Toddler Preschool/Preschool)
- ☛ 1 Pillow (Toddler/Toddler Preschool/Preschool)
- ☛ Pacifiers are acceptable for infants through Toddler Preschool classrooms, however unless the child is in the infant group, teachers will encourage children to use them during rest times only.  
PLEASE BE SURE TO TAKE YOUR CHILD'S LINENS HOME EACH FRIDAY TO BE WASHED AND RETURN THE FOLLOWING MONDAY.

Other items that should be labeled and provided at the center as needed are:

- ☛ 1 pack UNSCENTED wipes (Infant/Toddler/Toddler Preschool)-2 refill packs per month
- ☛ Appropriately sized diapers (Infant/Toddler/Toddler Preschool – until **completely** potty trained/Preschool if still in diaper or pull-ups)
- ☛ Formula/Breast Milk & Bottles or Baby Food (Infant)
- ☛ Packed Lunch & Drink (Toddler/Toddler Preschool/Preschool)
- ☛ Packed Breakfast if needed-will not be served after 8:00 a.m.
- ☛ An ENTIRE change of season-appropriate clothing (ALL Ages)

Miscellaneous Information:

- ⇒ Any fees (shirt, field trips, etc.) should be paid separately from the weekly tuition. Envelopes are provided at the payment box so that each payment can be CLEARLY marked as to what and whom the payment is for.
- ⇒ Due to the possibility of children in our center having SEVERE nut allergies, your child's classroom may be required to be NUT FREE. Your child's teacher will notify parents if this is the case.

## Field Trips

Classroom Groups participating in field trips will be given permission slips at least one week prior to the trip. Please read form in its entirety to ensure that all the information is understood and stipulations followed. **Forms MUST be turned in by due date!** If the form is not received by the due date you will need to find alternative care for your child for the day of the field trip (for local field trips ONLY). For out-of-county field trips, daycare will still be provided for those children not going on the field trip.

## **Our Partnership with Parents**

Parents are considered an integral element in the overall success of the program at King's Kids Day Care Center and are encouraged to visit and participate in various activities with their children. Open communication is maintained between the employees and parents to ensure their knowledge of their children's various activities. Parents are encouraged to participate in regularly scheduled employee - parent meetings as well as informal daily "visits".

### **Communications**

We encourage parents and teachers to share information about children for better understanding of what is happening at school and daycare. If possible, give the teacher any special instructions for the day; e.g. if your child did not eat breakfast, is something worrisome going on at home, etc. Our monthly newsletter and website provide parents and the community at large information about King's Kids Day Care Center, committees, Board of Directors, and includes upcoming events and field trips, and permission slips. Visit us at [www.sjbchurch.com](http://www.sjbchurch.com).

### **Parent Teacher Conferences**

Formal parent teacher conferences are held a minimum of twice a year. However, we welcome your input and will gladly meet with you at a mutually convenient time to discuss your child's progress and your ideas. Please let us know if your child is having any problems at home such as sleeping problems or family conflict or anything else that will help provide us insight into your child's behavior at King's Kids Day Care Center.

### **Parent Involvement**

Parents are urged to be involved in not only their child's specific program but also King's Kids as a whole. Parents are welcome to join us on field trips, holiday parties and special activities.

### **Confidentiality**

Confidentiality is included but not limited to: parent's financial records, educational and health records of a child. Information is not shared other than with staff or authorized state agencies when necessary. A signed parental request will be required to release information to anyone.

### **Photos / Publicity**

Parents will need to complete a permission form for photos. Personal information regarding children is not published on the website or in the newsletter.

### **Discipline Policy – Preschool**

*Good Behavior Stickers* are used to help positively reinforce a child's "good choices". For example, if a teacher witnesses a child helping others, using especially kind words or achieving a special behavior or learning goal, he/she will receive a ticket. In the same regard, if a child is seen making "wrong choices" (i.e. unkind words or actions, disobedience or disrespectfulness) they will lose a sticker. When a child accumulates 10 stickers, they will be permitted to trade their stickers for a prize in the treasure box.

If, after losing three stickers in the morning or afternoon session, a child continues to misbehave, our secondary form of discipline is a “cool-down” period of 1-5 minutes. In this event, the offending child(ren) will:

1. Be pulled from the group activity for a five minute cool down time at the “Time-Out Table” where a teacher will discuss the child’s behavior with him/her in a one-on-one manner to ensure that the child understands what they did that was wrong and why it was wrong.
2. If the behavior/action occurs again within the same session (or day), the offending behavior will be brought to the attention of the parent/guardian at the time of pickup either by conversation between the teacher and parent/guardian or via the child’s “My Day” paper.
3. If any action is considered by staff to be extremely physically harmful or harboring sexual connotations, the child will be taken to the Daycare Director’s office for a cool-down and discussion time. Immediate verbal and written notification to the parent/guardian will be made so that alternate behavior management possibilities may be discussed.
4. Should any inappropriate behavior continue without resolve for a prolonged period of time (each action warrants different limitations and will be determined by the lead teacher and center director), the parent/child will be given a two week notice of dismissal from the child care center.

### **Developmental Assessments**

You will receive regular progress reports of various types depending on the age of your child. For infants, these reports simply inform you of your child’s overall physical and emotional health while in our care. For older children, these reports will give you information on your child’s social, emotional and educational development and how your child is progressing compared to age-appropriate standards. Occasionally the staff may request a conference with you to discuss the progress of your child. Please know it is our priority to provide the best possible care for your child and your input regarding your own observations at home are helpful and important to us. It is our desire to work together with you in your child’s best interest. Should your child’s needs be such that our staff is unable to meet them, we will assist you in finding the best and most appropriate resources available to you.

### **Required Documentation**

The following documentation must be completed and delivered to the King’s Kids Day Care Center Director prior to or on your starting date:

- Signed Parent Handbook
- Emergency Form
- Health Addendum
- Health Inventory
- Immunization Record
- Medication Order Form
- MD Childcare Booklet

### **Required Medical Records**

Medical records are required at admission. A list of the required medical information will be provided to you by King’s Kids Day Care Center. Immunizations need to be updated yearly for enrollment to be continued.

## **Sick Care Plan**

A child will not be permitted to stay at the center for care if, **five hours or less prior to drop off**, they have:

- ⊗ A temperature of 100° or higher
- ⊗ Vomited more than one time
- ⊗ Diarrhea more than one time
- ⊗ Extremely pink, red, secreting or matted eye(s)
- ⊗ Undiagnosed rash or skin irritation

In the case a child should develop any of the previously listed symptoms while at the childcare center, the parent(s)/emergency contact person(s) will be notified to pick the child up from the facility as-soon-as-possible. Simply administering a fever reducer to lower the child's temperature does not make them any less sick or contagious. Any symptoms other than vomiting or diarrhea will be accepted **ONLY AFTER** a doctor's visit with written confirmation that the ailment is not contagious. Also, due to staffing issues, if a child is not contagious, but still is not feeling well enough to participate in **ALL** group/center scheduled activities, they should not attend the center that day, or as with other symptoms, they will be sent home after inactivity is noticed by the caregivers. Following any illness-related absence lasting three or more days, a doctor's note of clean health **MUST** be provided **BEFORE** the child returns to the center for care.

## **The 24-Hour "Symptom Free" Rule**

**The Center's policy requires that your child be free of symptoms of illness: fever, diarrhea or vomiting for at least 24 hours. Fever-free means without medication for fever reduction.**

Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Center the next day because the 24-hour period will not have elapsed. Do not rush a child's return to school following an illness.

## **Medications**

All medicine must be in the original container. The container must be labeled with the child's name. If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight. All medicine must be labeled with the date (if prescribed) or the date brought to the Center. The medicine must include directions on how to administer the medication. If the medication is prescribed, the name of the physician prescribing the medication must be on the container. All medications must have an expiration date; we cannot administer medication after the expiration date. The medicine can only be administered to the child for whom it was intended. The parent has to sign an authorization form (included in your packet) and include the dates and times for the Center to administer the medication and these directions must follow the label directions.

## **Emergency Procedures**

Parents will be called immediately if their child is sick or injured. Please see that our records are kept up-to-date on your location during the day. In case of injury, if the parents cannot be reached, the employees will proceed with getting medical attention for the child as they see appropriate. Your signature on the "Consent to Seek Medical Care" form gives us this authority. We document everything and continue to try to reach you.

## **Child to Teacher Ratios**

The following are Maryland State mandatory child to teacher ratios:

- Infants – 3:1 Group Max 6
- Toddlers – 3:1 Group Max 8
- Toddler Preschool – 6:1 Group Max 12
- Preschool 10:1 – Group Max 30
- School Age 15:1 – Group Max 30

## **Financial Policies**

### **Registration**

King's Kids Day Care Center Director registers children. Due to licensing regulations there is medical, financial and emergency information required at the time of enrollment. Immunization records, for example, must be on file and updated yearly for your child's continued attendance. The Director holds the information obtained in the strictest of confidence

### **Tuition and Fees**

At the time of enrollment, a non-refundable enrollment fee of \$25.00 is required. We currently provide full and part-time programs for:

- Infants (6 weeks – 14 months)
- Toddlers (14 months – 2 years)
- Toddler Preschoolers (2 years – 3 years)
- Preschoolers (3 years – 5 years)
- After School Children (Grades K – 5, Fountain Rock and Rockland Woods Elementary Schools)

Refer to the fee schedule below for the appropriate rate for your child.

All rates include morning and afternoon snack, as well as all equipment and licensed care provided. Parents/Guardians are responsible for providing a packed lunch if their child is enrolled in Toddler – Preschool program and baby food and formula for children enrolled in the Infant program.

- |                            |                    |                     |
|----------------------------|--------------------|---------------------|
| • Infant Group-            | \$190.00 full-time | \$125.00 part-time* |
| • Toddler Group-           | \$170.00 full-time | \$120.00 part-time* |
| • Toddler Preschool Group- | \$165.00 full-time | \$115.00 part-time* |
| • Preschool Group-         | \$140.00 full-time | \$95.00 part-time*  |

\* Part-time consists of no more than three (3) days a week. Your days cannot be changed from week to week unless you have made a pre-determined schedule with the Center Director. If you need to change the days, notification MUST be given at least 2 weeks in advance but you cannot change your schedule for weeks in which a holiday falls.

- School Age After School (K-5<sup>th</sup> Grade)-\$50.00
- Additional fee of \$10.00 for each delayed opening or early dismissal and additional \$15.00 for full day closing for enrolled school-age children.
- Scattered Enrollment-\$20.00 per month for a placement holding fee and \$25.00 per day/per attendance for school-age children.
- \$25.00 non-refundable registration needed to hold a spot open for your child.

As a ministry of St. James Brethren Church, King's Kids Child Care and Learning Center is a non-profit organization and therefore, timely deposits are essential for our daily operation. For parent and accounting convenience, a payment box is located at the top of the stairs leading to our preschool rooms. Payments for tuition are to be **paid in ADVANCE**. For example, when you make a payment it should be paying for the following weeks' tuition. NOT the previous or current week. Please understand that we are a non-profit, therefore we rely on tuition to meet our payroll, groceries, etc. An additional fee of \$25.00 will be charged if your payment is not received by Wednesday of the week due and for each week that the payment remains in arrears. **If an account remains in arrears we can refuse to accept your child at the day care until the account is paid in full. If your payments continue to be received in arrears we may ask you to seek another source of child care.**

- ✓ Scattered Enrollment monthly tuition is due on the first Monday of each month. The \$25.00 per day/per child tuition fee is due on the day of that child's attendance.
- ✓ Returned checks are subject to a \$25.00 fee.

**Payments are based on enrollment, not on attendance and need to be paid when children are gone due to illness, a day off, vacations, and holidays other than your allotted five (5) vacation/sick days (for full time child care).**

### **Discounts**

- Families with **multiple children** enrolled will be given a \$10.00 discount per week for each child **AFTER** the youngest enrolled child's fee is covered.
- Each **Full-Time** child is allotted five (5) Vacation/Sick Days per year for which they can miss a regularly scheduled day at King's Kids and their weekly fee will be prorated. When using these allotted times, please fill out a Free Day Coupon and turn it in with the remainder of your week's tuition.
- Vacations – Please notify the Center two (2) weeks in advance.

### **Late Pick Ups**

The center closes at 5:30 p.m. daily. For every five minutes (or portion thereof) that a parent/guardian is late picking up their child, there will be an additional \$10.00 charge, per child, to be paid at the time of the pickup to the caregiver in attendance. Please respect the feelings of your child and the teachers. Your child worries and is upset if you are late, especially in the winter when it gets dark early. The teachers also must be able to leave on time to get to their own homes and families.

### **Child Care Termination**

If voluntary termination of care is desired, the parent/guardian must notify the director in writing at least two (2) weeks prior to the child's last day. If the parent/guardian removes a child from the center without notification, or before the two (2) week notification time is up, the parent/guardian is still responsible for paying the center their child's normal weekly rate. If the care is being terminated by the center, the parent/guardian will likewise be given a two (2) week notice, however if the parent chooses to remove their child from the center earlier, they are still responsible for the child's normal weekly rate until two (2) weeks after notice is given.

## **Our Commitment to You**

We want you to know that we take our commitment to quality day care and parent satisfaction very seriously. If we can serve you in any way please let us know.

We also realize that this handbook may not cover every issue that arises. It is for that reason we need open communication and your ideas and suggestions.

**Revised October 25, 2010**

-----Please keep a copy for your records.-----

By signing below, you are stating that you have read, understood, and agree to the above contract, detailing the regulations by which the Saint James Brethren Church Ministry of King's Kids Child Care and Learning Center is operated.

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

**Print Name(s) & Birth date of Enrolled Child/Children**

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

**Print Days & Hours of Child's Expected Attendance**

\_\_\_\_\_  
**Child's Address**

\_\_\_\_\_  
**Parent(s) Email Address**

\_\_\_\_\_  
**Mother's Name (Please Print)**

\_\_\_\_\_  
**Emergency Contact Number**

\_\_\_\_\_  
**Father's Name (Please Print)**

\_\_\_\_\_  
**Emergency Contact Number**

**Where is your child coming from:**

\_\_\_ **Home**

\_\_\_ **A previous daycare center. If so, where?** \_\_\_\_\_

\_\_\_ **A home center, If so, where?** \_\_\_\_\_

\_\_\_ **A private center.**

\_\_\_\_\_  
**Mother's Signature** **Date**

\_\_\_\_\_  
**Father's Signature** **Date**

**Revised October 25, 2010**

King's Kids Child Care & Learning Center Enrollment Contract 2011

-----Please keep a copy for your records -----

By signing below, you are stating that you have read, understood, and agree to the above contract, detailing the regulations by which the Saint James Brethren Church Ministry of King's Kids Child Care and Learning Center is operated.

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

**Print Name(s) & Birth date of Enrolled Child/Children**

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

**Print Days & Hours of Child's Expected Attendance**

\_\_\_\_\_  
**Child's Address**

\_\_\_\_\_  
**Parent(s) Email Address**

\_\_\_\_\_  
**Mother's Name (Please Print)**

\_\_\_\_\_  
**Emergency Contact Number**

\_\_\_\_\_  
**Father's Name (Please Print)**

\_\_\_\_\_  
**Emergency Contact Number**

**Where is your child coming from:**

\_\_\_ **Home**

\_\_\_ **A previous daycare center. If so, where?** \_\_\_\_\_

\_\_\_ **A home center, If so, where?** \_\_\_\_\_

\_\_\_ **A private center.**

\_\_\_\_\_  
**Mother's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father's Signature**

\_\_\_\_\_  
**Date**

**Revised October 25, 2010**