



DAYSPRING INFANT/TODDLER APPLICATION

Child's Name: _____ Date of Birth: _____

Child's Address: _____

Primary Language spoken at home: _____ Place of Birth: _____

Child's Physician / Clinic: _____ Telephone #: () _____

PARENT'S INFORMATION

Father _____ Home Address _____ Home Tel. No. () _____ Cell Phone () _____ WORK INFORMATION Name of Business _____ Business address _____ Hrs. at Work _____ Tel. No. () _____ Dad's email _____	Mother _____ Home Address _____ Home Tel. No. () _____ Cell Phone () _____ WORK INFORMATION Name of Business _____ Business address _____ Hrs. at Work _____ Tel. No. () _____ Mom's email _____
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CHILD IDENTIFYING INFORMATION

Eye color _____ Hair Color _____ Sex _____

Height _____ Weight _____ Race _____

Identifying Marks: _____

For center use:
Date of Admission: _____
Age at Admission: _____
 2019-2020

**First time non-refundable
 registration fee \$150.00 to secure
 placement
 Returning children re-enrollment
 fee is \$75.00 each school year
 (August 1st)**

DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION

Child's Name _____ Date of Birth _____

DEVELOPMENTAL HISTORY

Type of birth _____ any complications? _____
Age began sitting _____ crawling _____ walking _____ talking _____
Are there any speech difficulties? _____
Special words to describe needs _____

HEALTH

Serious illnesses and/or hospitalizations _____
Special physical conditions, disabilities or allergies _____

Regular medications _____

EATING HABITS

Special characteristics or difficulties _____

Favorite's foods _____ Foods refused _____
Child eats with: Hands _____ Spoon _____ Fork _____ Other _____

TOILET HABITS

How does child indicate bathroom needs (include special words) _____

Is your child ever reluctant to use the bathroom? _____
Does your child have accidents? _____

SLEEPING HABITS

Does child become tired or nap during the day (include when and how long)? _____

When does your child go to bed at night? _____
When does your child get up in the morning? _____

Describe any special characteristic or needs (stuffed animal, story, mood on waking, etc):

SOCIAL RELATIONSHIPS

How would you describe your child _____
Previous experience with other children _____
Reaction to strangers _____
Able to play alone **YES** _____ **NO** _____
Fears (the dark, animals, etc) _____
How do you comfort your child _____
How do you discipline your child _____

2019-2020

MEDICAL INFORMATION

Child's Name: (First) _____ (Last) _____

Date of birth: _____

Medical Problems (and/or Major illness, Surgery, Psychological Concerns):

Medications your child takes and why they are taking it:

Allergies-Please describe the type of reaction:

Vision problems: _____ Hearing problems: _____

Doctor's Name/Address/Phone #

Dentist's Name/Address/Phone #

Health Insurance Co: _____ Dental Insurance Co: _____

I give permission to the school nurse and director to share necessary medical information with the appropriate school personnel relative to my child's medical condition as she/he determines necessary for my child's health and safety.

Signature of Parent/Guardian: _____ Date: _____

EMERGENCY CONTACT INFORMATION **IF PARENTS CANNOT BE CONTACTED, NOTIFY:**

<p>Name _____ Address _____ _____</p> <p>Relationship _____ Work tel. No. () _____ Home tel. No. () _____</p>	<p>Name _____ Address _____ _____</p> <p>Relationship _____ Work tel. No. () _____ Home tel. No. () _____</p>
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MEDICAL TRANSPORT CONCENT FORM

I understand that effort will be made to contact me in the event of emergency requiring medical attention for my child

Name: _____

However, if I cannot be reached, I hereby authorize DAYSPRING CHRISTIAN ACADEMY DAYCARE to transport my child the necessary medical treatment. I understand the teachers in the daycare center are trained in the basics of First Aid and authorize them to give my child First Aid when appropriate and that DCA has a school nurse.

Date

Parent's Signature

TRANSPORTATION POLICY

Drop Off	Pick Up
_____ Parent Drop Off	_____ Parent Pick Up
_____ Private Transportation <i>(Arranged by Parent/Guardian)</i>	_____ Private Transportation <i>(Arranged by Parent/Guardian)</i>
_____ Contract Van	_____ Contract Van
_____ Other: _____	_____ Other: _____

***I authorize the following person(s) to pick up/ drop off my child to/from school
(please include parents):***

Name _____ Relationship _____
Address _____ Telephone # _____

Name _____ Relationship _____
Address _____ Telephone # _____

Name _____ Relationship _____
Address _____ Telephone # _____

Name _____ Relationship _____
Address _____ Telephone # _____

Name _____ Relationship _____
Address _____ Telephone # _____

Name _____ Relationship _____
Address _____ Telephone # _____

_____ Date

_____ Parent's Signature

SAFE SLEEP FOR INFANTS POLICY

Please note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss your child's sleeping position with your caregiver. Here at Dayspring, all infants under 12 months will be placed on their backs to sleep with only a light blanket and pacifier (if provided). If your child sleeps in any other position (side, belly) please fill out the following information and speak to the director about more information on reducing the risk of SIDS.

I give Dayspring Daycare consent for my child,
_____ to sleep in an alternate sleeping position
(stomach OR side) with _____ (heavy blanket, stuffed
animal, etc.). By filling this form out I understand the risk of SIDS in infants
under 12 months of age and spoken to my pediatrician about the risks of
alternative sleep positions. Dayspring Daycare recommends all infants
under 12 months to sleep on their backs. Unless otherwise specified above,
Daycare at Dayspring will place all infants under 12 months on their backs
to sleep.

Parent Signature: _____

Date: _____

SUNSCREEN PERMISSION FORM
(Does not apply for infants under 6 months)

Name of child: _____ Date: _____

Name of sunscreen and the SPF Number: _____

I / we understand that:

- It is the my/our responsibility to provide a non-expired waterproof sunscreen with a minimum SPF of 30, labeled with the child's name.
- DAYCARE AT DAYSPRING asks that children arrive at school with their application already applied to allow more time for morning activities.
- My child's care provider will assist by applying sunscreen to bare surfaces including the face, tops of ears and bare shoulder, arms, legs and feet before outdoor activities.
- Sunscreen will not be applied to any broken skin or if skin reaction has been observed. Any skin reaction observed by staff will be report to the parent/guardian.

Special instructions:

- In the event that my child's sunscreen is not readily available, my child my use The sunscreen provided by the school usually Coppertone water babies SPF, or Banana Kids/Children SPF 50.
- I do not want my child to use any other sunscreen other than the one he or she brings to school.

Parent / guardian signature: _____ Date: _____

PHOTOGRAPHY PERMISSION FORM

From time to time, we or other enrolled families take pictures during the day, activities, birthday parties and fieldtrips throughout the year. We would like your permission to use these pictures on our website, in our newsletter, on our bulletin board, or to do a project. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures; we will use them exclusively for DAYCARE AT DAYSPRING's purposes.

Please take a moment to let us know your preferences regarding our use of photos of your children:

_____ **YES.**

I grant you permission to use photos of my child on DAYCARE AT DAYSPRING website, bulletin board, Projects, and/or newsletters or by other enrolled families.

_____ **NO**

Please do NOT take or use any photos of my child.

Child(ren)'s Name(s) – Please print:

Parent/Guardian's Name – Please print:

Parents/Guardians' Signature:

Date:

REGISTRATION FEE AND ENROLLMENT POLICY

A registration fee of \$150.00 is required to secure your child's placement in the program and may be paid up to 6 months prior to your child's anticipated start date. When submitting this payment, you are securing your child's place at dayspring daycare. Please understand this payment, and the re-registration fee of \$75.00 by August 1 of each year is nonrefundable. If you enroll your child after the August 1st deadline the re-registration fee will be adjusted to \$100.00 If you elect not to enroll your child after the registration fee is paid you will **not** be refunded. In the event you have processed enrollment information, selected a start date and signed an enrollment agreement form, you are financially responsible for two weeks of tuition, should you choose not to enroll your child within 15 days of their anticipated start. For example, if you child is supposed to start on September 6th and you decide on Aug 31st you no longer need for them to attend- you will be financially responsible for two weeks of their designated tuition rate. Under no circumstance will a registration fee be refunded. These policies are set in place in order to support the functioning and cover costs of lapse in enrollment here at Dayspring Daycare.

I understand and have read the registration and enrollment policy

Parent signature: _____ Date: _____

TUITION QUESTIONNAIRE

1. Has your family been enrolled in daycare previously? If so where?

2. If previously enrolled did you leave or are you leaving in good standing?

3. Do you have any hinderances that would prevent you from paying your tuition as outlined in the parent handbook?

I give Dayspring Christian Academy and their representative permission to check these statements

Parent signature: _____ Date: _____

Parent signature: _____ Date: _____

FINANCIAL POLICY AGREEMENT

Tuition

Daycare tuition is collected through the main office via the tuition drop slot near the main entry. Tuition is billed monthly through a program called Ren Web. Payments may be made in office by credit card, cash or check. Checks may **not** be dropped off in the classroom or given to the classroom teacher. Tuition may be pre-paid by the month, or payments can be made weekly. Please see handbook for additional payment information. Tuition will not be reduced for snow days, absences, illness, holidays, school in-service or professional days, or emergency school closings. This means that you are still responsible for paying tuition for these days. Tuition rates are adjusted to reflect the costs and needs of the daycare. Should tuition rates change, you will be notified by the school in writing with ample notice. Please see handbook for additional information regarding tuition policies. DCA makes financial and employment decisions based on anticipated enrollment, therefore if a family withdraws before a 30-day notice is given families are responsible for paying full tuition for their child's slot until 30 days have allotted. Please see parent handbook for additional details.

Delinquency

If circumstances occur that force you to delay a payment, please notify the director in advance so she can work with your family. Families who become 30 days behind will be notified by email or verbal warning. After 60 days you will be given a written warning and be in jeopardy of termination. If termination of a child's enrollment becomes a consideration, parents will be provided with written notice and a termination date. Families are responsible for all outstanding balances. A family who has been terminated or has willfully withdrawn from the program and has an outstanding balance are financially obligated to pay the amount due, or make payments within the first two weeks of termination/withdrawal. Contact will be made via phone, or email. If your family makes no contact or neglects to make payments to the school, your account will be forwarded to our business manager and handled from there. Please see the parent handbook for additional information.

I have read and understand the financial policy and information provided in the parent handbook. I understand any information disclosed on this form is confidential. I understand if I do not fill out the appropriate information below my child may not be accepted into the daycare program. All information provided below is for tuition and verification purposes only.

Financial Policy Parent Signature:

Parent: Mother or Father

Name: First _____ Last: _____

Social Security Number: _____

Signature: _____ Date: _____

Parent: Mother or Father

Name: First _____ Last: _____

Social Security Number: _____

Signature: _____ Date: _____

LATE FEE POLICY

Dear Families: Our faculty schedules are based on your children's schedules and teacher/child ratios.

When parents are late to pick up their children it causes hardships for faculty because they are unable to leave at the end of their scheduled shift. Many teachers have classes, families and regular commitments for which they are responsible. Late pick-up is not a normal program option and should be considered an exceptional occurrence.

There are two situations in which late fees can be applied to a family's account:

1. Late fees that are assessed during normal hours of operation (7am – 6pm) a

Normal Hour Late Fees are based on the fee for adding hours to one's normal schedule at the rate of \$10/hour. For example; a family's schedule may be 9am-4pm. A parent may arrive for pick-up at 4:15pm. A late fee of \$10 will be assessed to the family's account. We may ask that a family change their schedule if they are having difficulty consistently picking up at their regularly scheduled time.

2. Late fees that are assessed when children are picked up after 6pm.

After hour late fees are assessed when a child is in care from 6:00 on. A late pickup fee of \$10.00 will be assessed at 6:01 and \$1.00 per minute thereafter per child until the family has exited from the building. Please allow enough time at the end of the day to arrive at the Center at 5:50 when picking up your child(ren) to allow enough time to leave by 6:00.

This fee is subject to change. We appreciate your understanding and cooperation with this important policy.

Child's Name _____

Parent's Signature _____ Date _____



***Dayspring Christian Academy Daycare uses a daily report system called HiMama!
Upon enrollment you will be sent an email invitation to join, please check your spam!***

Welcome Families ,

Upon enrollment you will receive a message from HiMama via email which will contain your personal login information for accessing HiMama. You will be prompted to a link which will have you create a password.

It is vital you contact the daycare director should you need to update your email account information.

Upon logging on to your child's HiMama Account you will be able to access your child's profile. From the profile tab,

You will see your child's unique email for HiMama, this is the most important piece of information to obtain

From your child's profile, as it will be how you can contact your child's teachers and send important messages.

Immediate concerns, please call the school. Each room will utilize HiMama differently, the youngest classrooms

Receiving the most detailed information. If there are specific concerns you would like to be notified of throughout

The day please be sure to contact your child's teacher to arrange for this information to be included on the daily.

To send a message to the teachers, you will simply send an email to your child's unique HiMama email address.

Infant room families must email the following information each morning at drop off:

Time child woke Last diaper, Last bottle/breakfast and any other important information about the day.

HiMama FAQ

What is HiMama? Dayspring Christian Academy will be using HiMama to document your child(ren)'s activities and share them with you! You can use HiMama to record moments of your own as well and share them with family and friends.

How does HiMama work? As a parent or guardian, you'll automatically get updates delivered to this email address. But by logging into HiMama, you'll also be able to view reports and manage your child's personal journal from our website and mobile apps ([iPhone](#) & [Android](#)).

Still have questions? Visit the [FAQ](#) on the website for more information!
Have fun and happy sharing!

Daycare Families, below is the privacy policy for the HiMama application. After reviewing this information please sign this form allowing DCA to send pictures of your child via the HiMama Application. Please note, when sending pictures other families whose child is present in the picture may be sent the photo as well. These photos will only be shared amongst DCA daycare families. If you do not wish to share photos with other families please indicate so.

Privacy Policy

At HiMama, we collect and manage user data according to the following Privacy Policy, with the goal of incorporating our company values: transparency, accessibility, privacy, usability. This document is part of HiMama's Terms of Service, and by using himama.com (the "Website"), you agree to the terms of this Privacy Policy and the Terms of Service. Please read the Terms of Service in their entirety.

Data Collected

We collect anonymous data from every visitor of the Website to monitor traffic and fix bugs. For example, we collect information like web requests, the data sent in response to such requests, the Internet Protocol address, the browser type, the browser language, and a time stamp for the request.

We ask you to log in and provide certain personal information (such as your name and email address) in order to be able to save your profile, associated accounts, photos, and comments associated with it. In order to enable these or any other login based features, we use cookies to store session information for your convenience. You can block or delete cookies and still be able to use HiMama, although if you do you will then be asked for your username and password every time you log in to the Website. In order to take advantage of certain features of the Website, you may also choose to provide us with other personal information, such as your picture or personal website, but your decision to utilize these features and provide such data will always be voluntary.

You are able to view, change and remove your data associated with your profile. Should you choose to delete your account, please contact us at info@himama.com and we will follow up with such request as soon as possible. You can also modify your notification preferences by clicking the appropriate link included in the footer of email notifications.

Use of the Data

We only use your personal information to provide you the HiMama services or to communicate with you about the services or the Website.

With respect to any photos or comments you may choose to upload to HiMama, we take the privacy and confidentiality of such materials seriously. We employ industry standard techniques to protect against unauthorized access of data about you that we store, including personal information. Your photos and comments are yours and we will remove them from our site at your request.

We do not share personal information you have provided to us without your consent, unless:

- doing so is appropriate to carry out a user's request;
- we believe it's needed to enforce our Terms of Service, or that is legally required;
- we believe it's needed to detect, prevent or address fraud, security or technical issues;
- otherwise protect our property, legal rights, or that of others.

HiMama is operated from the United States and Canada. If you are visiting the Website from outside the U.S. or Canada, you agree to any processing of any personal information you provide us according to this policy.

HiMama may contact you, by email or other means. For example, HiMama may send you promotional emails relating to HiMama or other third parties HiMama feels you would be interested in, or communicate with you about your use of the HiMama website. HiMama may also use technology to alert us via a confirmation email when you open an email from us.

Sharing of Data

We don't share your personal information with third parties. Only aggregated, anonymized data is periodically transmitted to external services to help us improve the HiMama Website and service. We currently use Google Analytics (traffic analysis, SEO optimization), Amazon (file storage), Dropbox (optional user file storage), GitHub (software development platform) and Mailchimp (mailing list management). We listed below what data these third parties extract automatically. Feel free to check out their own Privacy Policies to find out more.

- Google Analytics: anonymous (ad serving domains, browser type, demographics, language settings, page views, time/date), pseudonymous (IP address)
- Mailchimp: name and email of our beta subscription list

We also use social buttons provided by services like Twitter, Google+ and Facebook. Your use of these third party services is entirely optional. We are not responsible for the privacy policies and/or practices of these third party services, and you are responsible for reading and understanding those third party services' privacy policies.

Changes to the Privacy Policy

We may amend this Privacy Policy from time to time. Use of information we collect now is subject to the Privacy Policy in effect at the time such information is used. If we make changes in the way we collect or use information, we will notify you by posting an announcement on the Website or sending you an email. A user is bound by any changes to the Privacy Policy when he or she uses the Services after such changes have been first posted.

() I grant permission for DCA to release photos of my child on the HiMama application, I understand this may mean other families will have access to group photos including by child

() I DO NOT grant permission for DCA to release photos of my child on the HiMama Application.

Parent's signature: _____

Date: _____