



Registration Checklist

Child's Name _____ Date: _____

Enrollment Date: _____ Dismissal Date: _____

_____ Student/Family Information

_____ Late Pick Up Policy

_____ Receipt of Parent Handbook

_____ Receipt of Summary Licensing Standards for Daycare Centers

_____ Receipt of Guidance and Discipline Policy

_____ Disenrollment Agreement

_____ Walking Field Trips/Outings

_____ Photo Release

_____ Topical Non-Prescription Medical Release

_____ Prescription and Over the Counter Medical Release

_____ Tuition Agreement

_____ Ages and Stages Consent

_____ Child Facts Sheet

_____ Health Appraisal (shot records, physical, health history, tb questionnaire)

_____ Birth Certificate (*Within 30 days of enrollment the parent or guardian must provide a certified copy of the child's birth certificate*)

STUDENT INFORMATION:

Child's Name _____

Child's Home Address _____

Home Phone _____ Date of Birth _____ Sex _____

Parent 1's Home Address, if different from Student

Parent 2's Home Address, if different from Student

FAMILY INFORMATION:

Parent 1:

Name _____

Phone Numbers Cell # _____ Work # _____ Home # _____

Email _____

Employment _____

Employment Address _____

Parent 2:

Name _____

Phone Numbers: Cell # _____ Work # _____ Home # _____

Email _____

Employment _____

Employment Address _____

EXPECTED WORK HOURS FOR PARENTS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

EXPECTED CARE HOURS FOR CHILD

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

HEALTHCARE PROVIDER

Physician's Name _____

Phone Number _____

Address _____

Hospital Preferred _____

Allergies, Special Needs, or Special Instructions _____

I give permission to Tiny Tot, licensed by the Department of Child and Family Services to secure emergency medical transport and/or emergency surgical treatment for the above named minor child while in care. In the event of an emergency the Director or staff will ride with the child in the ambulance to the nearest hospital.

Community First Medical Center 5645 W Addison St, Chicago IL 60634

(Parent/Guardian's Signature)

(Date)

EMERGENCY CONTACTS

ALL INFORMATION SHALL BE REGARDED & HANDLED CONFIDENTIALLY

Please list names, addresses, and phone numbers if parents can't be reached.

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

PICK-UP LIST

ALL INFORMATION SHALL BE REGARDED & HANDLED CONFIDENTIALLY

Tiny Tot has permission to release my child to the following in the case that the parents are unavailable to pick up for any reason.

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE _____

(Parent/Guardian's Signature)

(Date)

LATE PICK UP POLICY ACKNOWLEDGMENT

Our schools have designated close times. Families that pick up after the school is closed are considered tardy. Chronic tardiness will be assessed for appropriateness for the program. Late pick-ups require additional staff time, therefore late fees start at \$15 (per children) for the first 15 minutes and \$1 per minute (per child) after that. ALL LATE FEES MUST BE PAID BEFORE THE CHILD IS ALLOWED TO RETURN TO THE PROGRAM.

After 15 minutes, if there is no one present to pick up the child, at least 2 attempts will be made to contact the parent(s). After unsuccessful attempts to contact the parent(s), at least 2 attempts will be made to contact individuals on the Emergency Contact List to pick up the child. And last, after unsuccessful attempts to contact those on the Emergency Contact List, we will contact the nearest police station for assistance in reaching you and your emergency contacts. If all attempts remain unsuccessful and an hour of time has gone by, the Director or teacher will follow police or abuse hotline instructions, remaining with the child until the situation is resolved (parent arrives or law enforcement officials take responsibility for the child).

It is important that emergency contact lists remain up to date in order to have the most successful attempts in reaching them in cases of emergency. Should someone on your emergency contact list become unavailable to help please let us know so that we can provide you with a new list to update and submit.

Staff will never hold the child responsible for the situation. Discussion of this issue will only be with the parent or guardian and never with the child.

I, _____, hereby acknowledge Tiny Tot's responsibility for my child's protection and well-being until myself, my provided contacts, or outside authorities arrive.

(Parent/Guardian's Signature)

(Date)

RECEIPT OF PARENT HANDBOOK

I, _____, hereby certify that I have received The Tiny Tot Parent Handbook.

(Parent/Guardian's Signature)

(Date)

RECEIPT OF SUMMARY LICENSING STANDARDS FOR DAYCARE CENTERS

I, _____, hereby certify that I have received a copy of the summary of licensing standards printed by the Illinois Department of Children and Family Services.

(Parent/Guardian's Signature)

(Date)

RECEIPT OF GUIDANCE AND DISCIPLINE POLICY (IN PARENT HANDBOOK)

I, _____, hereby certify that I have received and understand the guidance and discipline policy that is clearly defined in Tiny Tot's Parent Handbook.

(Parent/Guardian's Signature)

(Date)

DISENROLLMENT AGREEMENT (IN PARENT HANDBOOK)

I, _____, hereby understand that if I need to disenroll my child from the program I will provide a 45 day notice of disenrollment as is clearly defined in Tiny Tot's Parent Handbook. If my child will be leaving the program sooner than 45 days of notice I understand that I am responsible for 45 days of tuition from time of notice regardless of attendance.

(Parent/Guardian's Signature)

(Date)

WALKING FIELD TRIPS AND EXCURSIONS

Tiny Tot may take walks, visits, trips, and excursions. If we do walking field trips or bus transportation field trips, we will require special permissions for those circumstances. Permission to participate is required.

I give permission to Tiny Tot to take my child on outings as listed, understanding that special permissions will be asked ahead of any field trips/excursions.

(Parent/Guardian's Signature)

(Date)

PHOTO RELEASE

Tiny Tot has my permission to use my or my child's photograph and/or video for publicity, promotional or for educational purposes. I understand that these may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason for such use.

____ Yes, I give consent for Tiny Tot to use photographs of my child for school purposes and/or at school events.

____ No, I do not authorize Tiny Tot to use photographs of my child for any event.

(Parent/Guardian's Signature)

(Date)

TOPICAL NON-PRESCRIPTION MEDICAL

I give permission for staff at Tiny Tot to apply topical non-prescription products to my child as needed (check all that apply)

*Sunscreen provided by school. Parent would provide the center with other items listed if needed

____ Sunscreen _____ Diaper Cream/Aquaphor _____ Orajel
____ Teething Tablets _____ Chap Stick _____ Cream/Lotion

(Parent/Guardian's Signature)

(Date)

OVER THE COUNTER AND PRESCRIPTION MEDICATION

All prescription and over the counter medication must be in the original pharmacy labeled bottle and can be only administered if the Tiny Tot consent form is signed (see Director for consent form when needed). The original label on the medication must be in place with the child's name, date , dose, and frequency of administration on the label. We must have a doctor's note on file coordinating with that medication, regardless of prescription or over the counter.

(Parent/Guardian's Signature)

(Date)

TUITION AGREEMENT

As of _____, Tiny Tot agrees to provide child care services for the following named child(ren):

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

- ☐ \$90.00 Enrollment Fee
- ☐ Annual Fee of \$70 (single child) or \$90 (multiple children) due every March after enrollment.
- ☐ Copays are due every 1st of the month for CCAP families \$_____
- ☐ Weekly Amount Paid for Private Pay families \$_____
- ☐ Late pick up fee \$15, plus \$1 a minute after our closing time
- ☐ CCAP Only Families \$70 (single child) or \$100 (multiple children) added to monthly copay

Tuition is paid weekly and may be prorated based on start date and end date. A 60 day notice is required by the guardian if canceling enrollment. Enrollment fee is annual and will be due every March.

Upon signing this agreement, the parent, legal guardian, or responsible adult and the childcare facility agrees to abide by all of the policies and provisions contained in this contract and within the parent handbook.

(Parent/Guardian's Signature)

(Date)



What Is ASQ-3™?

ASQ-3 is a set of questionnaires about children's development. It has been used for more than 20 years to make sure children are developing well. A screening provides a quick look at how children are doing in important areas, such as communication, physical ability, social skills, and problem-solving skills. ASQ-3 can help identify your child's strengths as well as any areas where your child may need support.

As a parent or caregiver, you are the best source of information about your child. That's why ASQ-3 questionnaires are designed to be filled out by you. You will only need 10–15 minutes. It's that quick and easy. Here's how ASQ-3 works:

- You will answer each question "yes," "sometimes," or "not yet," based on what your child is able to do now. Your answers help show your child's strengths and areas where he or she may need practice.
- To answer each question, you can try fun and simple activities with your child. These activities encourage your child to play, move around, and practice day-to-day skills.
- After you complete the questionnaire, a professional will share the results with you.

If your child is developing without concerns, there is nothing more you will need to do. You may try the next ASQ-3 age level as your child grows and learns new skills. There are 21 questionnaires that you can use with children from 1 month to 5½ years old. If your child has trouble with some skills, your program will help you with next steps. Finding delays or problems as early as possible supports young children's healthy development.

You are an active partner in your child's learning and development. By completing ASQ-3 questionnaires, you are making sure your child is off to the best possible start!

To find out more, please talk to your health care or education professional, or visit www.agesandstages.com.

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Dear Parent/Caregiver:

Welcome to our screening and monitoring program. Because your child's first 5 years of life are so important, we want to help you provide the best start for your child. As part of this service, we provide the **Ages & Stages Questionnaires®, Third Edition (ASQ-3™)**, to help you keep track of your child's development. A questionnaire will be provided every 2-, 4-, or 6-month period. You will be asked to answer questions about some things your child can and cannot do. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving, and personal-social skills.

If the questionnaire shows that your child is developing without concerns, we will provide some activities designed for use with ASQ-3 to encourage your child's development and will provide the next questionnaire at the appropriate time.

If the questionnaire shows some possible concerns, we will contact you about getting a more involved assessment for your child. Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

Sincerely,



Consent Form

The first 5 years of life are very important for your child because this time sets the stage for success in school and later life. During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

Please read the text below and mark the desired space to indicate whether you will participate in the screening/monitoring program.

- ☐ I have read the information provided about the Ages & Stages Questionnaires®, Third Edition (ASQ-3™), and I wish to have my child participate in the screening/ monitoring program. I will fill out questionnaires about my child's development and will promptly return the completed questionnaires.
- ☐ I do not wish to participate in the screening/monitoring program. I have read the provided information about the Ages & Stages Questionnaires®, Third Edition (ASQ-3™), and understand the purpose of this program.

Parent or guardian's signature

Date

Child's Name: _____

Child's date of birth: _____

If child was born 3 or more weeks prematurely, # of weeks premature: _____

Child's primary physician: _____

Ages & Stages Questionnaires®, Third Edition (ASQ-3™), Squires, Twombly, Bricker & Potter.
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CHILDS FACTS SHEET

If the child has any of the following, please explain:

Medical conditions: _____

Allergies: _____

Food Likes: _____

Food dislikes: _____

Fears: _____

Does your child take a nap? _____ Time _____ Length _____

What helps your child take a nap? _____

Current status on potty training: _____

Has your child attended day care before? _____ If yes, for how long? _____

Does your child have any siblings? If yes, names and ages _____

If yes, names and ages: _____

Does your child have any pets? _____ if yes, names: _____

Does your child regularly take medication? _____, Medication name _____

Infants only

Your child drinks, breast milk or formula

Name of formula _____, oz _____ every _____ hrs

Does your child use a pacifier? Yes or No

Any other information you would like us to know: _____

