**Social Networking Consent form**

This is a great opportunity to connect with other parents and teachers. Being connected to our social media is a real advantage! This is a way to extend our communication and help you take part in your child's day. After signing the consent form, we will be able to post pictures. Little Discoveries is a professional childcare facility, staff members are not allowed to be friends with any of the parents on their personal page.

**\*\*\*I understand that Little Discoveries is not held responsible for another family posting pictures to our page or their own page of your child that they may have taking at a family event, public event, birthday party, etc...**

**Child's name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission to LDI, to post pictures of my child/children on the LDI social media page.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_do not wish to have my child posted on any social media. I am aware that I may still be friends with Little Discoveries on social media.**

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

**Tooth brushing**

Dear Families/Caregivers:

With concerns about the increase in tooth decay among young children, the Massachusetts Department of Early Education and Care (EEC) recently adopted a new regulation for child care settings,(number 606 CMR 7.11(11)(d) to promote oral health and prevent tooth decay.

**This regulation is** **effective Jan. 2010; childcare workers must assist children w/ brushing teeth if:**

*1. The children are in care for more than 4 hours, or*

*2. They have a meal while in care.*

**Some quick facts about the program:**

- This program will be implemented safely by following the regulations for Infection control set by the U.S. Centers for Disease Control and Prevention (CDC).

- It will be a great benefit for your child at **NO COST TO YOU**.

- Children will be brushing with the direct supervision of our childcare staff

- Children 3 years and older will be using toothpaste with fluoride and approved by the American Dental Association (younger children use fluoride free)

- Children will receive new toothbrushes after three months of use, or after they are sick

\*Please sign here to acknowledge that you have read this note regarding the tooth-brushing program. If you have any questions or concerns, please let us know.

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Caregivers Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permission Slip**

Due to health and safety reasons, staff cannot apply sunscreen, baby wipes, powders, or ointments on your child without your written consent. In order for the staff to use these "extras" on your child, you will need to:

*1. Supply these items LABELED with your child's name.*

*2. Fill out permission slip listing all extras and return to the center.*

The staff at Little Discoveries has my permission to use the following items:

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

The above listed items have been previously used and applied to my child.

**\*We are NOT allowed to give a child any over the counter meds without a doctor’s note on file. (Tylenol, Advil, cough medicine etc….)**

Child's name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Photography/Observation**

\_\_\_\_\_\_\_\_ We give permission to Little Discoveries to allow my child(ren) to be photographed during activities at the center. Little Discoveries also has my permission to use a video camera during the year.

\_\_\_\_\_\_\_\_ We give my permission to Little Discoveries to occasionally allow college students to enter the center and my child's class to do classroom observations. Little Discoveries requires that proof of enrollment into a certain college be presented. A scheduled date and time is arranged and those staff is notified of the observation. All college students must be enrolled in the education field to be allowed to observe.

\_\_\_\_\_\_\_\_ We give permission for the staff at Little Discoveries to take my child on walks around the premises.

\_\_\_\_\_\_\_\_ We give permission for Little Discoveries to use photographs of my child for publicity purposes including brochures, websites, social media and other advertising.

Child's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Online Viewing Agreement**

I understand that I have enrolled my child or children at **Little Discoveries** located at 522 West Chestnut St. Little Discoveries has a program whereby webcams are in use and my children are under constant streaming video surveillance that is accessible from the web in accordance with the terms and conditions associated with the Peanut Butter & Jelly, LLC website (also referred to herein as “PB&J”). By my signature below, I hereby acknowledge to the photographing of myself and/or my minor child(ren) and the recording of my voice and or that of my child(ren) named above. I agree that I have no rights to any of the video footage or photographs for any reason at any time. I also agree that I will not screenshot, copy, reproduce, alter, modify, or create derivative works from the Content and Service. I understand that unauthorized recording, duplication, or distribution of this copyrighted work is illegal. I assume full liability of all the terms outlined in this release for any family member’s account activity associated with my child or children. Copyrighted work includes all web streaming and video/audio recordings. I understand that legal action can be taken against me by PB&J or Little Discoveries for such copy right infringement. I understand that the term "photograph" as used herein encompasses still photographs, audio, and motion picture footage.

*\*Please review online security features, privacy policy, and terms of service made available on pb&j TV’s website.*

Since my child/children is/are under the age of 18: I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I am the parent/legal guardian of the individual named above, I have read this release and agree to and approve of its terms.

Child(ren) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement**

I/We hereby agree to comply with the rules and regulations of Little Discoveries including fees, attendance, health, clothing, and other items specified in the Parents Handbook issued by Little Discoveries. We are aware of the scheduled childcare holidays and vacations.

The information contained in the Parent Handbook as well as the rates are subject to change. You will be notified in writing of any changes before they go into effect.

Parent/Guardian Signture\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Enrollment Agreement (Financial Terms and Conditions)**

We agree to pay a registration fee, as stated below, at the time of enrollment. Registration fee is nonrefundable.

We agree to pay each week, on the Friday for the up coming week, as stated below with no deductions for absence, holidays or professional development days. If tuition is not paid prior to the close of business on the first day of attendance, a late payment fee will be charged to your account.

We agree to pay the full weekly tuition fee even if my child is absent for one or more days during the week or takes vacation.

We agree to pay a late pick-up fee, as stated below, for each timed my child is not picked up from the center after the time stated below.

We agree to pay a return check fee, as stated below.

**Enrolling Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Days attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Late Pick-up Fee $10.00 for every 15 minute increment after 6:00 pm**

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

***Note: We must enforce our policies so you will be invoiced extra according to the above guidelines.***

Tuition

Payments are due on Friday, or Monday for the upcoming week. If Tuition is not paid by Monday a late fee of $5 per day will be applied. Any holidays, sick days, vacations or snow days are full tuition.

You will receive a weekly invoice via email where you can click and pay directly on that invoice; this is through your checking account. For you convenience, we also have a tuition box located in your child’s classroom. You can pay by cash. Please provide it in a sealed envelope. Some families choose to pay their tuition monthly or bi-weekly; as long as payment is made in advance anyway you choose is acceptable.

Insufficient funds: For any insufficient funds there will be a fee of $20.00

LATE PAYMENT FEE:  All late payments will be charged a $5.00 per day fee. Additionally, accounts that are more than 2 weeks behind without making prior arrangements will result in suspended childcare.

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**First Day Checklist**

\_\_\_\_ All required paperwork for admission, including emergency contact information;

signed permission slips etc.

\_\_\_\_ Diapers, wipes, and any ointments used for changing

\_\_\_\_ Change of seasonally appropriate clothing

\_\_\_\_ Standard crib size sheet, small pillow (toddler and preschool only)

\_\_\_\_ Blanket

\_\_\_\_ Lunch box and ice pack, bottles, baby food

\_\_\_\_ Family photo, security blanket or soft stuffed animal that will make your transition

easier.

**\*Please make sure you label everything with your child’s name.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LDI Safety Waiver**

I acknowledge that once I have picked my child up from school either by removing him/her from the playground or from the classroom areas, that I accept full responsibility for my child’s safety and supervision while on the grounds of Little Discoveries (LDI). I further acknowledge that if my child suffers an accident or injury while under my supervision I will not hold LDI or any staff member responsible.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**The Commonwealth of Massachusetts**

Dept. of Early Education & Care

Small Group and Large Group Transportation Plan and Authorization

Child’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MY CHILD WILL ARRIVE AT THE PROGRAM**:

\_\_\_PARENT DROP OFF

\_\_\_SUPERVISED WALK

\_\_\_UNSUPERVISED WALK

\_\_\_PUBLIC/PRIVATE/VAN

\_\_\_PROGRAM BUS/VAN

\_\_\_CONTRACT/VAN

\_\_\_PRIVATE TRANS. ARRANGED BY PARENT

\_\_\_OTHER

**MY CHILD WILL DEPART FROM THE PROGRAM**:

\_\_\_PARENT PICK UP

\_\_\_SUPERVISED WALK

\_\_\_UNSUPERVISED WALK

\_\_\_PUBLIC/PRIVATE/VAN

\_\_\_PROGRAM BUS/VAN

\_\_\_CONTRACT/VAN

\_\_\_PRIVATE TRANS. ARRANGED BY PARENT

\_\_\_OTHER

Parent signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

