

**Warm Springs Child Care**  
**Enrollment Application and Contract**

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Boise, ID 83712  
(208) 513-9757  
warmspringsinfants@gmail.com

Thank you for your interest in Warm Springs Child Care! My goal is to provide your child with a clean, safe, comfortable and emotionally nurturing environment where he/she can play and learn while providing loving care. In an effort to make our relationship as enjoyable as possible, we have outlined a few mutually beneficial policies. By signing this document, we will know that you are aware of each policy. If you have any questions, please ask.

**Child Information**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

**Parent Information**

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

For non-emergency communication, do you prefer we contact you via **Text** \_ **Phone** \_ **Email** \_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Place of Business: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Other parent's name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

For non-emergency communication, do you prefer we contact you via **Text** \_ **Phone** \_ **Email** \_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Place of Business: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Enrollment and Tuition Agreement

This agreement contains the financial terms agreed between \_\_\_\_\_ (Parent)  
 & Warm Springs Child Care for the care of \_\_\_\_\_ (Child).

The days we have agreed that Warm Springs Child Care will provide care for your child/children are (indicate with check marks):

Monday	Tuesday	Wednesday	Thursday	Friday

Indicate the date that you would like to initiate enrollment: \_\_\_\_\_

### Monthly Tuition

	Monthly Rate
<b>Full Time (5 days)</b>	<b>\$900</b>
<b>4 Days/Week</b>	<b>\$845</b>
<b>3 Days/Week</b>	<b>\$725</b>
<b>2 Days/ Week</b>	<b>\$485</b>

We offer a 5% sibling discount for more than one child enrolled.

Warm Springs Child Care program is administered on a monthly tuition basis regardless of the number of school days, holidays, or voluntary absences within the month. Monthly tuition payments are due in full the first day of the month. Charges are for the enrolled guaranteed days whether your child is here or not. A \$1 per minute charge will be added to next month's bill for each daily pick-up that goes beyond normal working hours.

Hours of operation: 7:30am -5:30pm

There will be a \$25 late fee added for each day payment is late, beginning on the 5<sup>th</sup> at 5:30 pm. For any additional days you request for care, providing we have space, the charge will be \$60.00 for that day. Increase in tuition may take place during the time your child is here at Warm Springs Child Care, upon a 30-day advanced notice.

If you choose to begin care in the middle of the month, you will be billed \$60/day for the number of days attending, or the full month rate, whichever is less. The same applies when a 30-day notice is given in the middle of the month your baby will be leaving. We do not prorate monthly rates for partial months attended.

If you have summers off and need to reduce or suspend care, to guarantee your spot be held upon return, we require normal tuition to be paid during time off. This also applies for extended vacations.

### **Enrollment Fee**

There is a one-time, non-refundable enrollment and supply fee of \$200.00. If transitioning from our Infant Care, enrollment fee and deposit is waived, however a one-time \$100 supply fee is charged. Your child's spot can only be guaranteed after enrollment fee and a signed contract is received by Warm Springs Child Care.

### **Withdrawal from Day Care**

There is a 30-day written notice required if your child is to be withdrawn from day care. Full 30 days tuition will be charged from the date of notice given, whether your child is here or not. This is so we will have enough time to fill your child's spot before he/she leaves our care.

### **Schedule Changes**

Provided we have availability, you are welcome to adjust the number of days, or change which days your child attends daycare. We ask that you provide 30-day notice if reducing the number of days attending. If 30 days is not given, you will be asked to pay the previous tuition for the full 30 days.

**Please initial, indicating you have read and fully understand the withdrawal from daycare policy. Initial here \_\_\_\_\_**

## Health and Emergency Information

Please list two contacts other than the parents in case of emergency (lives within 20 miles). We will always attempt to contact parents first.

Alternate Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of last physical exam: \_\_\_\_\_

Is your child taking any medications? \_\_\_\_yes \_\_\_\_no

If so, please list: \_\_\_\_\_

## Allergies and Restrictions

Is your child allergic to any foods or medications (Y/N)? \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

Has your child been exposed to the following common food allergens without reaction? (Y/N)

Peanuts \_\_\_\_ Dairy \_\_\_\_ Eggs \_\_\_\_

Does your child have any dietary restrictions? (Y/N) \_\_\_\_\_

If so, please list: \_\_\_\_\_

\_\_\_\_\_

## **Immunization Policy**

Immunization records must be provided within 14 days of enrollment. All enrolled children must be current with all vaccines pursuant to the CDC (Center for Disease Control and Prevention) recommended schedule. Any child who has not received a scheduled immunization may not be enrolled unless a proper medical exemption form is signed, or a written letter is provided by your child's physician.

Has your child received all immunizations pursuant to the recommended schedule of vaccinations? (Y/N) \_\_\_\_\_

## **Emergency Medical Treatment**

No medication will be administered to any child except with written consent of the parent. When medical treatment is deemed necessary, the parents will be notified and asked to take their child to their pediatrician for medical treatment. When parents, or other designated emergency contacts cannot be reached, it is the general policy of Warm Springs Infant Care to call 911 for transport of any child who is injured or becomes ill while in my care, and requires emergency treatment. The emergency transport is at the parent's expense. We will follow this general policy if the child's doctor or nurse states immediate care is recommended or if the child care provider judges that a delay in securing treatment would not be in the best interest of the child.

**YES**, I would like the above emergency medical treatment procedure followed for my enrolled child. In the event I, or the designated emergency contacts cannot be reached, I hereby authorize Warm Springs Infant Care to call our physician, or if not available, another licensed physician at my expense, to provide the needed emergency medical care required.

\_\_\_\_\_  
Signature of Parents/Guardian

\_\_\_\_\_  
Date

**NO**, I do not want the above emergency medical treatment procedure followed for my child, I prefer the following procedure:

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

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

\_\_\_\_\_  
Date

## **Discipline/Guidance Policies**

Warm Springs Child Care uses gentle redirection when needed. Establishing guidelines and boundaries (age appropriate) is vital to your child's successful time at daycare. Toddlers are given firm verbal redirections, with teacher at eye-level. If behavior persists, toddler will be removed from the group and sat in timeout for 2 full minutes with teacher supervision. With consistency, your toddler will learn very quickly. Our teachers will communicate chronic behavioral issues with parents in effort to reach a successful resolution.

Warm Springs Child Care reserves the right to terminate care immediately based on severe or recurring unresolved behavioral issues.

I have read and understand Warm Springs Child Care behavior/guidance policies and will comply with the terms herein:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Caregiver

\_\_\_\_\_  
Date

## Warm Springs Child Care

### Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs the parent of the child biting and the parent of the child who was bitten will be contacted. Names of the children are not shared with either parent.

#### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap. We will make every effort to work with the child to resolve the behavior, including shadowing the child to look for potential biting triggers such as frustration or stress, closely monitoring interactions with other children to prevent biting incidents, and giving positive reinforcement to the child for using words or sounds to express feelings.

#### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

#### **For the child that bit:**

1. The teacher will firmly tell the child "No, Do Not Bite!" or "Biting Hurts!"
2. The child will be placed in time out for no longer than the child's age (one year old, one minute). If child is younger than one year, will be removed from the situation and placed away from the child who was bitten.
3. The parents are notified.
4. The "Incident Report" is filled out documenting the incident.

**When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.**

I have read and understand the biting policy, and agree to terms under "When biting becomes excessive".

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

Date: \_\_\_\_\_

## **Illness**

It is the intention of Warm Springs Child Care to provide a healthy and safe environment. Accordingly, we are very careful about enforcing the illness policies. If your child is sick to the extent that he/she will affect the care of or endanger the health of other children, it will be necessary for you to make other arrangements for his/her care during those periods. If your child should become ill while in our care, you will be notified immediately and we can determine at that time the best course of action, which may include your child being sent home. If your child is too sick to remain in our care you must pick him/her up **within one hour**.

While waiting for your arrival we will keep him/her as comforted as possible and separated from the other children. It is important to have a backup person or be able to leave work yourself in case of illness.

Please do not bring your child if he/she has any of the following symptoms:

- Fever (101.0 degrees or higher), taken with temporal thermometer. Child must be **symptom free for 24 hours without the aid of medication**
- Diarrhea – child must be **symptom free for 24 hours without the aid of medication**
- Vomiting – child must be **symptom free for 24 hours without the aid of medication**
- Runny nose with colored mucus – check with doctor
- Discharge/mucus from eyes or ears (conjunctivitis is very contagious)
- Lice – Child needs to be treated and nits removed before returning
- It is **Warm Springs Child Care policy** if your baby is sick and needs medical attention and is diagnosed positive, please take your baby home regardless of what your physician tells you. This will be enforced by the day care.

If your child is overly cranky, fussy, or lethargic and is unable to participate normally in daycare activities, parents will be called and asked to pick up the child, regardless of the presence of fever/diarrhea/vomiting.

**I have read and fully understand the Warm Springs Child Care Illness Policy.**

**Please initial \_\_\_\_\_.**

Keep this page for your records

### **Other General Policies**

- Parents are required to keep Warm Springs Child Care informed of any changes of address, telephone numbers, immunization records and/or other pertinent information.
- If a cell phone is not available to the parents, parents are required to inform Warm Springs Child Care if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- No smoking is allowed on premises
- Provider will promptly report to the proper authorities if a child shows any sign of neglect or abuse.
- Parents are encouraged to call at any time to check to see how their child is doing. If we are with the children and unable to answer the phone, please leave a message & phone number and I will call back as soon as possible. **Texting the daycare phone to communicate non-emergency messages or to check in with the teachers is allowed and encouraged.**
- Parents are always welcome to visit at any time during the day (with exception of lunch time). Please keep your toddler as calm and quiet as possible as other toddlers may be sleeping. For safety reasons, please no rough-housing with your child such as running or chasing through the house etc. Always safety first!

## Holidays and Closures

Warm Springs Child Care will be closed on the following holidays (with pay):

**Memorial Day**

**Spring Break (follows Boise State University)**

**Independence Day**

**Thanksgiving break (closed day before and after, Wed-Fri)**

**Labor Day**

**Martin Luther King Jr Day**

**Christmas break (Christmas Eve – New Year’s Day)**

**President’s Day**

**Days are subject to change - we will post reminders for each closure**

## Other Closures

### Illness

If we should become sick due to exposure of sick babies under our care and need to close the day care for a day or two to recover, all parents will still be charged for those days we are closed. Again, parents are responsible for keeping their babies home when they are sick and contagious.

### Repair/Maintenance

Should the daycare need to close for repair or emergency maintenance for a period of more than two business days, parents will be issued prorated refunds for the number of days your child missed, based on enrollment rates.

### Snow/ Severe Weather

In the event of heavy snowfall, or severe weather which makes traveling unsafe, we will close the daycare or have a late opening. Closures or late openings will be determined on a case-by-case basis. We will provide parents of closure notifications via text message first, then by phone or email. Proration of tuition due to weather closures are not provided.

## Welcome to the Toddler Side!

Here your toddler will have space to run and play, and begin their transition into a preschool environment. We'll begin to practice engaging in structured activities like arts and crafts, circle time, dance, and more. We're excited to see your toddler grow and explore in our beautiful space!

The following pages will give you some valuable information about our toddler facility and daily schedules.



### Developing new skills

At the toddler facility, we will start working on developing new habits and skills. First, moving from a bottle to a sippy cup for milk and water is an important step in growing older. Here we will work towards having a cup of milk with lunch and water with afternoon and morning snacks. Second, we will be transitioning to one nap during the day. We'll still be utilizing pack n' play cribs for nap time, each toddler will have their own designated bed. We will provide all bedding including sheets and blankets, however you're welcome to bring your own blanket to stay at daycare. Toddlers are encouraged to practice self-feeding with finger foods at mealtime. Please help by bringing foods that your toddler can easily eat on their own, or with little help from a teacher. This will help your toddler gain independence and confidence, along with important fine motor skills! *If your toddler is still eating mainly pureed food for lunch, it's important to begin providing finger foods for your child to learn to feed him/herself.*

### Outside play

The toddler facility has a fully-fenced back yard which will be developed to serve as a playground for the kids during warm months. Outside time will always be supervised by a teacher to ensure safety. Please be sure to bring a hat, a light jacket, and shoes everyday so your toddler can participate in outside time. During the summer months, please apply sunscreen to your toddler in the mornings, and we will apply again after nap time. We will try to get the kids out as often as possible, as active time is so important for your toddler. Please bring your child dressed appropriately for the weather. Warm coats, hats, gloves, and boots are necessary for cold fall and winter weather!

### Pick Up / Drop Off

The toddler facility will open at 7:30 and close at 5:30 Monday through Friday. *Please pull all the way around the loop and park closest to the infant care, facing the street to allow for other parents to pull into the driveway.* Pick up and drop off times can be busy in the driveway, please do not allow you child to run to/from your car unattended.

### Dress

Please bring your child ready for the day having had breakfast and dressed appropriately for the weather. *Please, no pajamas.* Your toddler will be outside exploring in the grass and soil, participating in finger-painting and sensory play. Bibs and aprons will be worn, but they will get dirty! Consider sending them in play clothes that you won't mind getting messy.

## Daily Schedule

Transitioning into a set daily schedule for everyone will take time. We don't want new toddlers to be stressed in their new environment, so we feel it's best to take it slow and not be concerned when the day doesn't go exactly as scheduled. We will also start incorporating group activities such as painting, puzzles, music, story time, and other creative play. If your toddler is still taking two naps per day, typical nap times are 9:00-10:30 after morning snack, and 2:30-4:00, before afternoon snack.

8:15-9:00 - Arrival, wash hands, free play

9:00-9:30 - Outside play

9:30-10:00 - Snack

10:15-10:45 - Creative play (arts/crafts/dough)

10:45-11:15 - Free play

11:15-11:30 - Wash up Clean up

11:30-12:00 - Lunch

12:15-2:45 - Nap \*

3:00-3:30 - Outside play

3:30-4:00 - Snack

4:00-4:45 - Fine motor/Sensory play

4:45-5:00 - Clean up

5:00-5:15 - Get ready for home

\*Toddlers requiring two naps during the day will typically nap at 9:30a & 2:30p

### Organic Milk Option

You have the option to opt-in to an additional monthly fee of \$5 for us to provide organic whole milk for lunch and snack time. Fee will be added to monthly tuition paid at the beginning of the month.

\_\_\_\_\_ Yes, I would like to opt-in to the monthly \$5 organic milk fee

\_\_\_\_\_ No, I will supply milk as needed

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

\_\_\_\_\_  
Date

### Walking / Stroller Field Trip Consent Form

I, \_\_\_\_\_ (parent) give Warm Springs Child Care permission to take \_\_\_\_\_ (child) off premises for walks around the neighborhood within a 1-mile radius of the daycare.

I understand that the supervising teacher will have a working cell phone at all times, and walks will not exceed 30 minutes.

The stroller will remain on sidewalks and utilize crosswalks at all times, and will be kept in good maintenance. Children will be fastened securely into a 5-point harness at all times.

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

\_\_\_\_\_  
Date