

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

1808 Warm Springs Ave.  
Boise, ID 83712  
(208) 801-9013

Thank you for your interest in Warm Springs Infant 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 (or Due Date): \_\_\_\_\_ 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: \_\_\_\_\_

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: \_\_\_\_\_

### Enrollment Schedule and Tuition

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

The days we have agreed that Warm Springs Infant 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: \_\_\_\_\_

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

### Monthly Fee Schedule

<b>Full Time (5 days)</b>	<b>\$950</b>
<b>4 Days/ Week*</b>	<b>\$875</b>
<b>3 Days/Week</b>	<b>\$780</b>
<b>2 Days/ Week</b>	<b>\$520</b>

\*limited availability (Drop in care \$65.00 per day)

We offer a 5% sibling discount for second enrolled child.

Warm Springs Infant 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. If there is a legitimate emergency and you see you are going to be a few minutes late, please call the day care.**

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 **\$65.00** for that day. Increase in tuition may take place during the period of time your child is here at Warm Springs Infant Care, upon a 30-day advanced notice.

**If you choose to begin care in the middle of the month, you will be billed \$55/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, in order to guarantee your spot to be held for return in the fall, we require normal tuition to be paid during time off. This also applies for extended vacations.

There is a one-time, non-refundable enrollment fee of \$200.00. Your child's spot can only be guaranteed after enrollment fee and a signed contract is received by Warm Springs Infant Care.

### **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: \_\_\_\_\_

Is your child allergic to any foods or medications? \_\_\_yes \_\_\_no

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 had all applicable immunizations, or do you plan on immunizing your child?  
\_\_\_yes \_\_\_no



## Discipline/Guidance Policies

Warm Springs Infant Care uses gentle redirection when needed. I am a firm believer that training your child for every stage of his/her life begins at birth. Establishing guidelines and boundaries (age appropriate) is no different for infants. When babies begin moving around on the floor, we begin training them what the boundaries are at Warm Springs Infant Care. With consistency, your baby will learn very quickly. Your baby is so very smart!

I certify that I have read and do understand Warm Springs Infant Care policies and will comply with the terms herein:

Signature of Parent/Guardian	Date

Signature of Owner/Caregiver	Date

### Warm Springs Infant Care Facebook & Website:

We take pictures of the children here at daycare, this is an easy way for you to enjoy them and share them with family and friends.

If you like would like us to share photos of your child on our Facebook page or website, please sign below and we will share with you.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

**Please do not sign if you do NOT want pictures of your child on our Facebook page.**

## **Warm Springs Infant 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 of these 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 Infant 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 degrees or higher). Upon returning after the fever, your child needs to be fever free for 24 hours without aid of medication. Please do not medicate your child to mask fever if he/she is too fussy or sick to be at day care. This is unfair to all other babies and caregivers. Feel free to call me if you have questions before coming.
- 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 Policy** however, 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.

Communicable Diseases – Chicken Pox, measles, mumps, conjunctivitis (pink eye), influenza, hand foot and mouth disease, etc. Your baby may return when incubation & contagious period has passed when baby is well enough to be at Day Care.



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### **Other General Policies**

- Parents are required to keep Warm Springs Infant 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 Infant 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 I am with the children and unable to answer the phone, please leave a message & phone number and I will call back as soon as possible.
- Parents are always welcome to visit at any time during the day (with exception of Lunch time). Please keep your baby as calm and quiet as possible as other babies 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**

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

**Memorial Day**

**Spring Break (last full week of March)**

**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)**

**President’s Day**

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

Other Closures: 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.

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### **Withdrawal from Day Care**

There is a 30-day written notice required if your child is to be withdrawn from day care. **(A full 30 days will be charged if there is not proper notice given, whether your child is here or not).** This is so I will have enough time to fill your child's spot before he/she leaves our care.

### **Lunch or other meal-time Provisions**

Infants enrolled at Warm Springs Infant Care must be able to successfully take a bottle. For nursing mothers, breast milk may be stored in the freezer or brought fresh daily. Please have your baby dressed and ready for the day before bringing him/her to Day Care. When baby begins eating solid foods, please feed him/her breakfast before coming to Day Care. Parents of all infants and toddlers are expected to provide all infant formula, food, diapers, bottles and all over the counter medications such as Orajel, Desitin and Tylenol etc. Medications will only be administered upon parent's approval.

### **Rules**

To ensure a safe environment for your babies, we have some specific boundaries and rules we enforce in the day care. We don't let little ones have access to their diaper bags & paper items (i.e. daily report). We give them their blankets only at nap time or when needing to be consoled. Babies are never permitted to play on furniture. In an effort to keep the carpet clean for your babies, please remove your shoes at drop off and pick up times. You may put your shoes in the rack on the back of the front door to keep them out of reach. Babies are not permitted to roam around the day care while eating. If your baby is eating when arriving, please put him/her in the high chair to finish eating. Your support will encourage your children to comply with the rules they are familiar with even when you are here. If you have any questions, please feel free to ask.

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