

ENROLLMENT APPLICATION

FOR

(Student Name)

(Date)

NOTE OF NON-DISCRIMINATION

OUR FOUNDATION STANDS ON JESUS CHRIST AND HIS WORD WHICH IS TRUTH (John 14:6). ALL STUDENTS ENROLLED AT FUTURE GENERATIONS WILL RECEIVE EQUAL LOVING CARE AND EDUCATION. WE ACCEPT STUDENTS OF ALL RACE, COLOR, NATIONALITY, OR ETHNIC BACKGROUND REGARDLESS RELIGIOUS BELIEFS, SEX, SEXUALITY, OR DISABILITY. ATTENDING OUR HOME IS A CHOICE!

FUTURE GENERATIONS ADMISSION REQUIREMENTS-CHECKLIST

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year. Upon arrival at Future Generations In-Home Childcare Learning, the parent or adult

dropping off the child must escort the child into the home and ensure that the provider is aware of their presence.

_____ **Application**

_____ **Parent Handbook/Agreement Page**

_____ **Certificate of Immunization (Form 3032)**

_____ **Certificate of Eye, Ear, and Dental Form**

_____ **Copy of Birth Certificate**

_____ **Copy of Parent's Driver License or**

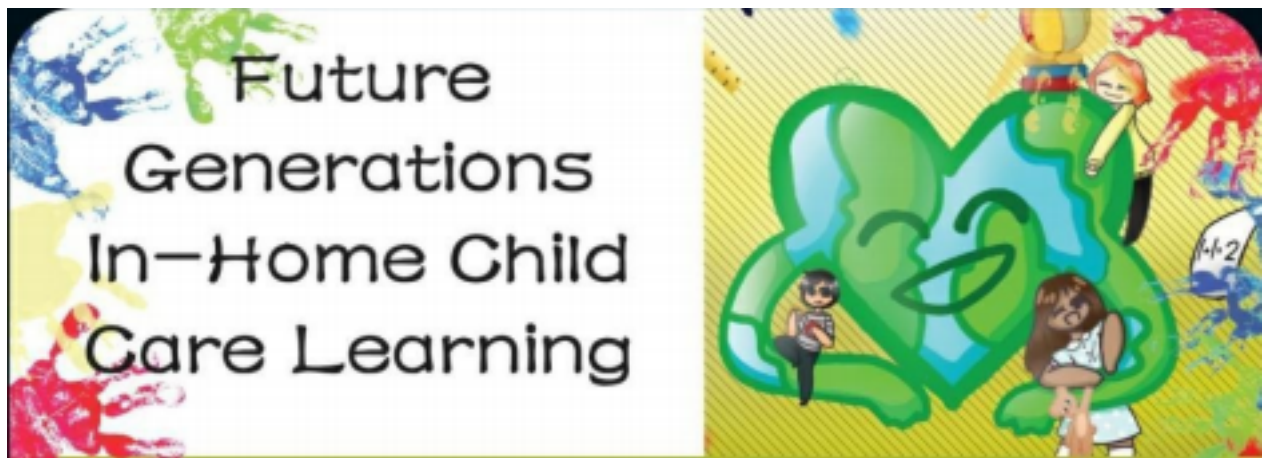
ID

_____ **Tour of Facility and Interview with Administrator**

_____ **Registration Fee/Tuition**

Once a student has been accepted, the tuition for that week is due immediately.

ENROLL TODAY!



Give us a call at: 678. 570.9204

Or

Visit our website:

Futuregenerationschildcare.com

Parent Handbook

Future Generations

Policies and Procedures

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the Family Child Care Learning Home along with the rules and regulations. These policies become effective upon acceptance by the parent/guardian and the child care provider.

Child Care Provider's Name

Name of Child Care & Age

Address

Phone #

E-mail

AGES SERVED

- Infant (2 mos-12 mos)
- Toddler (13 mos.-3 yrs.)
- Preschool (4 yrs.)
- School Age (5 yrs. – 12 yrs.)

HOURS OF OPERATION

Monday thru Friday 6:30am -11pm; Saturday 6:30am – 6:00pm (Appointment Only); Sunday closed
Day-Time Tuition only (Day-time only **Each child is allotted 9 hours per day beginning at time of drop off**) Ex. Drop off at 6am pick up by 3pm.

Holiday Closure:

New Year's Eve @4pm

New Year's Day;

Christmas Eve

Christmas Day

Thanksgiving Eve @4pm

Thanksgiving Day; Friday-Saturday after Thanksgiving

June 25-July 4 (Personal)

***Additional Closure for Personal Time will be given two weeks advance notice unless emergency.**

***Future Generations will follow the procedures for Fayette County School closings when weather conditions are adverse.**

Future Generations
Policies and Procedures

Rates & Fees

Payments are due on Friday the week prior to services. If Home is closed on Friday due to holiday, payment is due the day before. If an extended absence occurs for anything reason, a weekly holding fee of \$50.00 will be required to maintain your child's space in the home. Please submit payments futuregenerationschildcare.com or via cash/cashier check/CashApp(\$Knolton25) with the child's name in memo. Receipts will be given upon payments.

Day-Time Tuition Rates: Monday-Friday b/t 6am-3:59pm (3 or more days attendance) ➤

Infants/Toddlers (2 mos-3 years) \$150 weekly

- 4 years (non-potty trained \$150) weekly
- 4-12 years \$125weekly
- Registration Fee \$40 (Per child)
- Saturday Rate \$55 (appointments only)
- Transportation \$40 (Per Family) (TBD due to COVID-19)

Evening-Time Tuition Rates: Monday-Friday b/t 4pm-11pm (3 or more days attendance)

- 2 mos - 3 yrs \$100
- 4 yrs - 12 yrs \$100
- Registration Fee \$40 (Per child)
- Saturday Rate \$55 (appointments only)

Drop-in Rate \$55 daily (24 hour notification required due to limited daily space)

***Home Close at 11:00pm. Day-Time Tuition Only (each child is allotted 9 hours per day beginning at the time of drop off) Late pick up will result in a \$20 late fee plus \$1 for every minute after, per child which is due upon arrival.**

Payments must be made by Friday at drop-off to avoid late payment fees for the upcoming week of service. Payments must be paid prior to service. Payments made on Monday will incur a **\$20 late fee**. Services will not be provided for non-payments including any accrued fees. **NO** exception! Multiple late fees (**3 or more**) could result in immediate termination of applicants' application and you will lose your slot.

Policies and Procedures

DISCIPLINE

At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of Future Generations.

The following discipline methods are used:

- Verbal Warning
- Thinking Time (Minutes appropriate to age)
- Discipline Report
- Conferences with parents/ guardians
- Dismissal from school

EMERGENCY MEDICAL CARE

In the event of an emergency with your child, parents will be called, and if necessary the child will be transported by ambulance to the nearest hospital.

ADMINISTRATION OF MEDICATION

No child will be given any medication, prescription or over-the-counter.

PARENT NOTIFICATION

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child, such as, but not limited to, any of the following: elevated temperature, vomiting or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

Future Generations
Policies and Procedures

COMMUNICABLE DISEASE CHART

The current communicable disease chart of recommendations for exclusion of sick children from the home and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parents of all enrolled children will be notified of the occurrence either by a phone call, posted notice or a written letter home. Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. Guidelines will be followed according to CDC child care, if, anyone in the Home or child being cared for has known close contact or been diagnosed with COVID-19.

EMERGENCY PLANS

The following procedures will be followed in the circumstances listed below:

Fire: Children will be removed out of the house, meet at the designated safe place as far away from the house as possible, and conduct a head count to ensure all children are safely out. Call the fire department and call the parents. **Severe Weather:** Remain calm. Children will be moved into a hallway or interior room away from windows. In case of a tornado, children will place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

Loss of Electrical Power: Remain calm. Call the power company to report power loss. If it is hot weather, open the windows, if possible. In cooler weather, put on warmer clothing or get blankets out for the children. Call the parents if the power will be out for an extended period of time. **Loss of Water:** Have bottled water available for drinking purposes. Call the water department if in the city. Call the plumber if in a rural area. If water will be out for an extended time, have water available for hand washing and toileting purposes. Call the parents if the water will remain out of service for an extended length of time.

Serious Injury to a Child: Call 911 or the police. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury.

Loss of a Child: Call 911 or the police. Call the child's parent to report the loss. Keep the other children calm. Call the neighbor to help assist in the search. Look in the house, yard, and surrounding area.

Death of a Child: Call 911 or the police. Call the child's parents. Keep the other children calm.

PARENTAL ACCESS

Parents may visit Future Generations In-Home Childcare Learning with limited access to minimize risk of exposure to COVID-19 for the safety of family and children while in care. Any information requested by the parent concerning the

operation of the family child care learning home or the care of the child will be provided to parents. The parent(s) will be provided daily communication (verbal/written) regarding the care of the child, especially with infants, toddlers, and nonverbal children. Families will sign children in/out during pick-up/drop-off at designated areas of Home.

NOTIFICATION OF THE EXISTENCE OF FIREARMS IN THE HOME

Notification of the existence of a firearm in Future Generations In-Home Childcare Learning will be communicated to parents. Firearms shall be stored so they are not accessible to children.

NOTIFICATION OF CHANGES IN COMPOSITION OF HOUSEHOLD

Notification of any changes in the regular composition of the household will be given to parents. Parents will be given notification of anyone regularly on the premises, including, but not limited to, spouse, friend(s), relative(s), or significant other(s).

NOTIFICATION OF OTHERS PROVIDING CARE

Parents will be given notification of the names of any other caregiver, their responsibilities, and the names of the persons who would be called upon in an emergency. Additional staff will receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs.

TRANSPORTATION

A transportation permission form must be signed for routine transportation and other times children will be transported, such as for field trips, swimming and/or other activities away from the home. Parents will be notified before children are transported.

HOUSEHOLD PETS

Notification of the existence of any pets or other animals residing in the home or on the property of Future Generations In-Home Childcare Learning will be given to parents. Pets in the home shall be vaccinated in accordance with the requirements

of the local county Boards of Health and unconfined pets will not be permitted in child care areas when children are present. Proof of vaccination will be kept on file in the home.

PROHIBITED SUBSTANCES

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operating hours.

INFANT SLEEP POSITION PRACTICES

Based on the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on the infant's back unless the home has been provided a physician's written statement authorizing another sleep position for that particular infant. All infants will be placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, blankets, comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib.

The infant's sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees depending upon the season. When an infant can easily turn over onto his stomach, staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over onto his or her stomach as the infant prefers. Positioning devices that restrict an infant's movement in the crib will not be used.

REQUIRED REPORTING

Future Generations In-Home Childcare Learning provider is a mandated reporter of suspected abuse, neglect, or deprivation of a child. This means the law requires the provider to report any known or suspected abuse, neglect, or deprivation to the Department of Family and Children Services.

Future Generations

Policies and Procedures

Parent Responsibilities

The following are parental requirements that enable Future Generations to remain compliant and effectively provide services to every child:

- Personal data must be kept at all times
- Please do not bring or send sick child to school
- You will sign child in/out If the child is late or early pickup
- If anyone other than the person indicated on the application will be picking up the child, the Home must be notified in writing (or via telephone in case of emergency in order for the student to be released. **ID must be presented**
- Children are not to bring outside items: phone, tablets, toys, candy, etc. from home unless the teacher has sent a request. Home is not liable for any lost, stolen. or damage to personal items
- Parents/Guardian are requested to refrain from allowing children to wear expensive jewelry to center/Home
- Children must arrive by 8:00am to receive Breakfast, 12:00pm for Lunch, 6:00pm for Dinner
- Parents/Guardians should provide a complete change of clothing for their child and each piece should be labeled.
- Beads,clamps,bows will not be allowed/worn in hair as it is a choking hazard

Admission Procedures

- Complete an application, health form and all signed releases
- Provide a recent copy of birth certificate & shot records. Manual and signature that you have read and understand, and agree with our policies
- Provide the Registration Fee

Inclement Weather

Future Generations will follow the procedures for Fayette County School closings when weather conditions are adverse. You are encouraged to listen to the radio or News stations in the event of

inclement weather.

Right to Privacy

All records are confidential. Information will be provided only upon receiving a written request for release of information, signed by a parent or legal guardian.

Future Generations In-Home Childcare Learning

Hours of Operation

Monday-Friday 6:30am to 11:00pm

Saturday 6:30am-6:00pm (Appointment only)

I have read and fully understand these policies and procedures. I agree to abide by the above policies and procedures. I have received an exact copy of this Policies and Procedures Handbook for my own records.

Parent/Guardian Signature_____Date_____

Parent/Guardian Signature_____Date_____

Provider Signature_____Date_____