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Enrollment Packet Check List

- Student Application
- Medical history form
- Emergency Contact (All items reviewed, and updated every 6 Months)
- Agreement form (All items reviewed, and updated every 6 Months)
- Video / Film Signature form
- Discipline Policy
- Emergency plan
- Child Health Report (Physical) (must have w/n 60 days of enrollment signed by Dr.)
- Copy of Childs medical card
- Copy of parent / guardian ID
- Copy of Childs social security card
- Transportation Agreement
- Parent Questionnaire
- Change of weather appropriate clothes for child (summer, spring, fall, winter)

Thank you in advance for your cooperation!

Parent Signature: _____ Date: _____

Administration Signature: _____ Date: _____

Please circle what applies:

Payment Method: Elrc or Private Pay

Is this your child's first childcare center learning experience? Yes or No

If you circled no, please list previous institution: _____

Expected start date: _____

Expected Attendance days: M T W TH F

Print Name: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____



Medical History form

Child's Name: _____ Date: _____

Please circle what applies:

Does the child have any allergies or medical conditions? Yes or No

If yes: List Allergies or Conditions: _____

Does the child have any dietary restrictions or preferences? Yes or No

If yes: List restrictions or preferences: _____

Is the child up to date with vaccinations? Yes No Not Sure

Is the child currently on any medication? Yes or No

If yes: List medications: _____

Any special needs or considerations we should know about? Yes or No

If yes: List special needs or considerations: _____



Video / Film / Photography Release form

I _____ (Guardian's Name), hereby consent to the participation in the taking of video, film and photography of _____ (child's name) and his/her school related work by A Secure Future Academy child care center. I also grant to A Secure Future Academy Child Care the right to edit, use and reuse said products for educational, safety and advertising use. I also hereby release _____ (Name of Center) and its agents and employees from all claims, demands and liabilities whatsoever in connection with the above.

Child's Name: _____ (Print clear)

Parents Name: _____ (Print Clear)

Parent Signature: _____ Date: _____

Address:

Street Apt. City State Zip code



Transportation Agreement Form

I _____ (Guardian's Name), hereby consent to the participation _____ (child's name) being transported to and from field trips and outings by A Secure Future Academy child care center with a state license driver and I hereby release _____ _____ (Name of Center) and its agents and employees from all claims, demands and liabilities whatsoever in connection with the above.

Child's Name: _____ (Print clear)

Parents Name: _____ (Print Clear)

Parent Signature: _____ Date: _____

Address:

Street Apt. City State Zip code



Discipline Policy:

Core Components of Effective Discipline Policies

- [Positive Reinforcement](#): Focusing on and praising desirable behaviors to encourage children to repeat them.
- [Redirection](#): Guiding children away from negative behavior toward more acceptable activities.
- [Clear Expectations](#): Setting simple, age-appropriate rules and consistently applying consequences.
- [Logical Consequences](#): Allowing children to experience the natural results of their actions in a supportive way.
- ["Time Away" or Calm Down Time](#): Using brief periods for children to regain control, but without isolating or shaming them.
- [Behavior Management Plans](#): Developing collaborative plans with parents for recurring, severe behaviors like biting.

Prohibited Actions (Legally Restricted)

Child care centers are prohibited from using the following:

- Corporal Punishment: Hitting, spanking, shaking, or grabbing.
- Emotional Abuse: Shaming, humiliation, name-calling, or intimidation.
- Physical Restriction: Confining in locked rooms or tying down.
- Withholding Necessities: Denying food, rest, or bathroom access.

Documentation and Communication

- [Incident Reports](#): Documenting disruptive behavior and providing written records to parents.
- [Parent Meetings](#): Scheduling conferences to discuss behavioral concerns.
- [Suspension/Expulsion](#): Used as a last resort if a child's behavior poses a severe threat to others.

Common Policy Examples

- [Biting Policy](#): Often involves a specific, tiered approach, such as notifying parents after one incident and considering removal after a high frequency of incidents.
- [Redirection for Younger Children](#): Using verbal guidance or changing the activity to stop negative behavior.

Signature: _____

Date: _____



Parent Questionnaire

My child's name /nick name _____

Parent name _____ Phone number _____

Best way to contact me:

Phone call Text message Email _____

What goals do you have for your child this year? _____

What are your child's strengths? _____

What are some of the things your child needs to work on? _____

What concerns,if any, do you have about your child's interactions with teachers and/or other students? _____

In what way can I help your child reach your goal? _____
