



Marillac Social Center Parent Handbook Policy & Procedure Agreements

Welcome!

Thank you for choosing Marillac Social Center for your child's enrollment. This part of our handbook sets out many of our enrollment, eligibility, and program policies. In order to ensure that parents have read through our policies, we ask that you initial each area where indicated.

If you have any questions about policies or agreements in this part of the handbook, please contact Sandra Aza, or one of our Program Directors listed on the Contact Page at the end.

Requirements for Enrollment

Due to the limited space in our programs, we conduct enrollment on the first-come-first-approved-basis. We encourage you to complete your enrollment packet on a timely manner and return it to our Admissions office as soon as possible. Please follow these steps in order to be considered for enrollment:

1. Complete the entire enrollment packet
2. Submit additional required documents with packet (please see list on page 2)
3. Provide any additional information on a timely manner
4. Schedule and attend family orientation

Toddler program (15months- 35 months): families must reside in the city of Chicago and qualify for Child Care subsidies through IDHS, or DCFS. Our young toddlers must turn 15 months by September 1st of the enrolling year.

Pre-K (3 yrs-5yrs) program): families must reside in the city of Chicago and qualify for Child Care subsidies through IDHS, or DCFS. Our young preschoolers must turn 3 years old by September 1st of the enrolling year.

Before-and-after School age program (Kindergarten through 12 yrs.): All families are encouraged to apply, families who qualify for child care subsidies as well as families who do not qualify for subsidies but are able to pay the weekly rate of \$83.

We provide transportation from Marillac Center to the following schools and in the afternoon from these schools back to Marillac Center: (If you are applying for enrollment in this program, please select the school your child attends).

<input type="checkbox"/> Jensen	<input type="checkbox"/> Learn Butler	<input type="checkbox"/> Learn Herro	<input type="checkbox"/> Providence St. Mel
	<input type="checkbox"/> Learn Campbell	<input type="checkbox"/> Learn 7	<input type="checkbox"/> Willa Cather
	<input type="checkbox"/> Learn Excel	<input type="checkbox"/> Learn 8	

Summer program (Kindergarten through 12 yrs.): All families are encouraged to apply, families who qualify for child care subsidies as well as families who do not qualify for subsidies but are able to pay the weekly rate of \$83.

Enrollment forms

You must complete the entire enrollment packet, forms included in this packet:

- Child Care application for subsidies (one per family)
- Family Registration form (one per child)
- Food form (one per family)
- Consent forms (one per child)

You must submit the following **required documents** with your packet in order to be considered for enrollment:

- Child's birth certificate
- Child's social security card
- \$20 non-refundable registration fee
- Child's medical records: current physical exam with lead and TB screening date and results.

- If your child has any of these conditions: asthma, seizures, and food restrictions/allergies you will need to submit pertinent medical forms dated and signed by a physician.
- IEP-Individualized education plan (if applicable)

Orientation

During the orientation families (parents and child) meet our Child Development staff (Classroom Supervisors and teachers) and Family Support team to assess the Center's ability to serve the family. We make every effort to partner with every family in order to ensure the best experience for the child, however if we determine the Center is not equipped to serve the family, our Family Support Department will work with you to identify the ideal program for your child. This meeting is usually one hour and it involves interactions with our staff as well as an overview of Center policies and procedures. This is also the perfect opportunity for you to ask questions about our programs. After you are enrolled, one of the Child Development Supervisors will contact you to schedule your orientation prior to your start date. If a suitable day cannot be found, someone will meet with you during your first week here.

Days and Hours of Operation

Marillac is open year-round. Monday through Friday, 7:00 a.m. to 6:00 p.m.

- Morning drop off time between 7:00 a.m. and 9:00 a.m.*
- Evening pick up time between 2:30 p.m. and 6:00 p.m.
- We are closed during the last week of August to prepare for the new school year in September
- Please see Marillac's calendar for Center closings

*some children in our school-age program are required to be dropped off prior to 9am during the school-year in order to be transported to their school

Arrival and Departure

Morning Arrival Procedure

Marillac doors open at 7:00 a.m. Children are admitted between 7 a.m. to 9 a.m. Sponsors and children are required to enter through the main lobby. Marillac's AM daily security process includes an AM card for your child. The AM card will have your child's name, birth date, and the Sponsor's name. The AM cards will be placed on the table located in the front of the pre-school area. The daily AM security procedure is as follows:

- The children are to be accompanied by a person 16 and older.
- Bring the children to the table located at the entrance to the pre-school area.
- A Marillac staff member will greet you and give you the AM card.
- Once you have the AM card, bring your child to the classroom and give the AM Card to the teacher.

Afternoon Departure Procedure

Pick-up hours are 2:30 p.m. to 6:00 p.m. The family member picking up the child must be 18 or older. At the time of enrollment, you will receive cards for the people you authorize to pick up your child. Three people, other than the Sponsor, are authorized for pick-up. New pick-up cards are issued once a year (in September).

It is the responsibility of the authorized pick-up person to show the pick-up card to the Hall Attendant and to sign the child out in the classroom. Staff will not release a child to anyone who does not have a pick-up card. If a Sponsor wants to remove the name of an authorized pick-up person, it is the Sponsor's responsibility to retrieve the pick-up card and return it to Client Services. A replacement card may then be issued to another designated person. A new Vital Information Form must be completed whenever a new/replacement card is issued.

If an authorized pick-up person loses his/her pick-up card there will be a \$5 charge to issue a new card. If an authorized pick-up person forgets his/her card, a temporary pick-up slip can be issued. The authorized pick-up person must have another form of identification, in order for staff to issue a temporary pick-up slip.

When an unauthorized person is picking up your child, parents must call MSC directly and/or go to the Hall Attendant and a temporary, one-day pass will be issued. The pick-up person must have identification. Only the primary Sponsor of the child is allowed to authorize an individual to pick up their child. Temporary one-day passes will be issued by the Hall Attendant. These protocols are designed to ensure that no one picks up your child without your consent.

When dropping off and picking up your child, please:

- Accompany children to their respective rooms and wait until the child is acknowledged by the staff person in charge.
- Do not allow a child to use the elevators unescorted.
- Show pick-up card upon entering the building and to the Hall Attendant when picking up the child. Only a person with a pick-up card is allowed to pick up a child.
- If something is forgotten in the classroom, return with the child to find it. Children are not allowed to roam through the building unsupervised or to remain in the lobby unattended.

Once a child is released to an authorized pick-up person, that person is responsible for the child's safety.

Late Policy

Children must be present in the Center by 9:00 a.m. and must be picked up by 6:00 p.m. At 5:55 p.m. all children who have not been picked up are brought to the designated late room for pickup. **Excused morning lates** for legitimate reasons must be arranged with the section Supervisor at least one day in advance. A doctor's note, and/or an approved statement for other appointments, must be provided. Drop-off and pick-up hours are enforced. Late arrivals make it difficult for the child to adjust to the scheduled routine, which begins promptly at 9:00 a.m. Late pick-ups require additional staff hours and can be very frightening to a child left behind, especially when their friends and regular teachers have gone. A pattern of chronic lateness will result in a warning notice to the Sponsors. If there is no improvement, there is a two-day suspension, which could then lead to possible discontinuation.

Morning Lates

Children will not be admitted into the Center after **9:00 a.m.** unless it has previously been excused by section Supervisor.

Evening Lates

Children need to be picked up by 6 p.m. If your child is not picked up by 6 p.m., then there will be a \$5 late fee assessed for each child. Additionally, there will be a fee of \$1 per minute per child after 6:15 p.m. If you know you are running late, please call us—your child knows when it is late and will worry if you are not here.

Staff will begin calling designated pick-up and emergency contacts beginning at 6:15 p.m. if we have not heard from you. If by 7:00 p.m. we are unable to reach any designated contacts or have not received a call from any designated contacts, we are left with no choice but to call 3-1-1. This is so that if it is an emergency, the police will be involved and will take over. **Please call us if you are running late to let us know when you will be arriving.**

Non-Custodial Parent Visitation

It is the policy of Marillac Social Center not to allow non-custodial parents to visit their children during Child Care hours. Parents who have visitation rights, supervised or unsupervised, are asked to arrange these visits at times when the children are not at Marillac Social Center. The Center has neither the personnel nor space available to provide supervision for such visits.

Only those persons authorized by the custodial parent or legal guardian are allowed to enter Marillac Social Center to pick up children and confer with staff. Any questions or concerns surrounding situations in this area should be directed to Client Services.

Updating Vital Information

It is the Sponsor's responsibility to keep Marillac up-to-date on all temporary or permanent changes of addresses, telephone numbers, place of employment, income, persons authorized to pick up the child, and emergency contact information. Please notify Client Services immediately with any changes.

Health Requirements

Our health objective is to protect the health and well-being of each individual child, as well as that of the entire group. Children are required to have a complete medical examination prior to admission. If your child will be absent because of a contagious disease or infection, please inform Client Services by calling 773-584-3219 to report the absence.

Immunizations

City and State licensure requires all children be current with all immunizations recommended by the Centers for Disease Control for their age before entering the Child Development program.

Updated immunization records should be given to the Administrative Coordinator in order to stay enrolled in the program. Sponsors must request a copy of their child's most update immunization and physical records from the doctor's office and submit to the Administrative Services Coordinator. As a courtesy, sponsors will be given a written Immunization Due Notice; failure to comply with this requirement may result in suspension. If your doctor prefers not to give certain immunizations, a physician's written exemption is required.

Physical Examinations

Per the American Academy of Pediatrics and City and State Licensing requirements, physical exams are required according to the following schedule:

- For children two years and younger: 2 mos., 4 mos., 6 mos., 9 mos., 12 mos., 15 mos., 18 mos., 24 mos.
- For children two years and older: upon admission to MSC and then annually, around the child's birthday.

Updated physical exams are required within two weeks of notification. If there is no response within that time, services will be suspended until the update is provided.

The physical forms must be completed entirely, including the parent survey, hemoglobin test result, lead test date and results as well as TB test and results. A physician must sign and date the physical form.

Children with Asthma, seizures or allergies must have the **Asthma Action Form** or **Allergy Action Form** filled out by the doctor before admission to the Center and yearly thereafter.

Dental Examinations

Dental exams should begin at one year of age and every two years thereafter. (Exam must have taken place less than six months prior to enrollment). We promote dental hygiene in our Child Development Program. Please make sure to send a toothbrush for your child to use during child care hours.

Daily Health Maintenance

Morning health checks may be performed by teachers or staff on any given morning. Marillac staff asks for your cooperation and help in keeping all children at MSC as healthy as possible. If you know your child is ill, please make alternative child care arrangements for the day. If a child is found to be ill at any time during the day, or during morning health checks, the Sponsor will be contacted to come take the child home.

If a child becomes ill during the day, the Sponsor is notified IMMEDIATELY. Sponsors, Emergency Contacts, or people picking up an ill child are expected to pick up their child within an hour of initial contact. For example, parents may be called due to: diarrhea (two or more loose stools), vomiting, temperature of 101 Degrees Fahrenheit or over, earache, toothache, eye infection, head lice, skin eruptions or rashes, Chicken Pox, severe stomach ache, Impetigo, ringworm or conjunctivitis (pink eye), as well as any other health related issue or concern.

The child is permitted to return to MSC only after being free of all symptoms for 24 hours. A doctor's note is sometimes required in certain situations (see below).

Doctor's Note

A doctor's note of good health is required for re-admittance in the following situations:

- An absence of more than five consecutive days due to illness
- Surgery or hospitalization for any reason
- Return from travel to another country (must also have a new physical exam)
- Any length of absence due to a communicable disease (defined by the Illinois Department of Public Health and enforced by the Chicago Department of Health)
- Ear infection, eye redness or infection, head lice, Ringworm, rash of unknown origin
- Excessive absences called in due to sickness

A doctor's note is encouraged if a child has been sick less than five days but has seen a doctor.

*See also "Late Policy" under "Excused Morning Lates" for additional "Doctor's Note" policy information.

Dispensing Prescribed Medication

Marillac dispenses prescribed medication by the following policy: Children with chronic illnesses (for example, but not limited to: Asthma, Diabetes, Cancer or Seizure Disorder) who require consistent, on-going medications to be given, are managed on a case-by-case basis, determined by the child's individual needs and the medication to be given.

If a child takes on-going medication(s) the Sponsor must contact and confirm these medical needs with an Admissions Specialist prior to enrolling the child. Proper paperwork must be completed prior to the child's entry into our program.

If the child is already enrolled in our program and the medication is a new prescription, the Sponsor must contact and confirm the child's new health care needs with the Administrative Coordinator before the child may return to the Center.

All medications must have proper labels with child's name and expiration dates.

Food Program

Marillac participates in the Child & Adult Care Food Program sponsored by the Illinois Board of Education. Foods are prepared on-site and weekly menus for breakfast, lunch and snacks are posted on the parent boards inside each classroom. Children receive two full meals and one snack each day and breakfast is served to all children who arrive before 9:00 a.m. Toddlers are served with the assistance of their teachers, while the older children serve themselves, allowing them to make their own choices. Children are encouraged to try all foods that are presented. While Marillac recognizes and accommodates documented medical and religious food restrictions, we cannot accommodate food preferences. A physician Statement for Food Substitution must be submitted to request a special accommodation. At this moment, the Center is not able to accommodate vegan diets. For questions about meal substitutions, please contact Sandra Aza, Director of Admissions & Client Services.

Safety & Security (please write your initials next to each policy)

Marillac has developed the following rules for your child's safety. It is important that you become familiar with them.

Birth Certificate policy

In accordance with DCFS, we must have a valid birth certificate for your child on file. Please be aware that the hospital certificate is not a valid birth certificate. Failure to provide a valid birth certificate will result in Marillac contacting the State police.

Updating Vital Information

It is the Sponsor's responsibility to keep Marillac up-to-date on all temporary or permanent changes of addresses, telephone numbers, place of employment, income, persons authorized to pick up the child, and emergency contact information. Please notify Client Services immediately with any changes. In case of an emergency, Marillac will use its automated phone service to send a message to all sponsors explaining the emergency and how to proceed. Therefore, we need a current phone number in your account

at all times.

Driving and Parking

When driving/parking on Marillac property, please:

- Do not drive over five miles per hour.
- Do not park in parking spaces/areas that are reserved for the handicapped or for agency vehicles.
- NEVER leave children unattended in cars and NEVER leave the motor running.
- Yield to pedestrians at all times. Be especially watchful for small children.

All-day parking in the Marillac parking lot is reserved for staff only. Additionally, please do not double park or park so that it makes entrance/exit turns for school buses and other vehicles difficult and unsafe. This could be a significant hazard in the event of a fire when fire trucks need to get through.

Drugs, alcohol and guns

Marillac is a drug, alcohol and weapon free facility. Any person who is found to be in violation of this policy will be asked to leave. In addition, for the safety of our children, pick up or drop off individuals who smell strongly of marijuana may have their pickup cards revoked or be asked to leave. Persons who are dropping off or picking up children may not be allowed to enter the building or pick up a child if they appear to be under the influence of drugs or alcohol. If someone under the influence insists on taking the child, Marillac reserves the right to call the police. Marillac may also revoke pick up privileges for any person and the family will be at risk for discontinuance. If the pick-up person who appears to be under the influence is someone other than the Sponsor, the Sponsor will be called immediately.

Emergencies & Drills (Fire, Tornado, Evacuation, Lockdown, etc)

Fire, tornado and other emergency drills are conducted on a regular basis. Sponsors in the building while a drill or actual emergency is in progress must participate fully and follow staff instructions for the safety of all persons in the building. As a safety precaution, do not remove your child from his/her group until "ALL-CLEAR!" has been announced, children have returned to the classroom and attendance has been taken. If there is a need to evacuate the building due to an emergency, Center staff will notify Sponsors through our automated phone service.

Liability Insurance

Marillac St. Vincent Family Services has a current general liability insurance policy through Ascension Health. This insurance policy is renewed annually.

Weather Closings

Visit www.emergencyclosings.com or call (312) 238-1234 to check if MSC will be closed due to weather events. In the event of heavy snow, allow yourself enough travel time to drop off your child by 9:00 a.m. and pick-up your child by 6:00 p.m. Sponsors will receive a notification through our automated phone service in the event of any closings.

Discipline and Behavior Management

Praise and positive reinforcement are effective methods of behavior management. When children receive positive, peaceful, and understanding interaction from adults they develop good self-concepts, problem solving skills, and self-discipline. Based on this belief of how children learn and develop values, MSC follows the following discipline and behavior management practices.

WHAT WE DO FOR THE CHILDREN:

- Model appropriate behavior
- Modify the classroom environment to avert problems before they occur
- Praise, reward, and encourage
- Reason with and set limits
- Listen
- Provide alternatives to inappropriate behavior
- Provide natural and logical consequences of their behavior

- Respect children’s needs, desires, and feelings
- Use age-appropriate explanations

WHAT WE DO NOT DO:

- Physically punish the children in any way
- Verbally abuse them in any way
- Use profanity
- Shame for any reason
- Deny food or rest as punishment
- Leave the children unattended or without supervision
- Criticize, make fun of, or otherwise belittle parents, families, or ethnic groups

Marillac staff teaches children to control inappropriate behavior by setting expectations and limits. There are developmentally appropriate behaviors as well. Biting, for example, can be a normal mechanism for very young children to learn to cope with their immediate environment.

Please sign the consent below:

I, _____ sponsor of _____
have read and understand Marillac’s discipline and guidance policy.

Date: _____

Probationary Period & Discontinuance

Marillac admits all children on a three-month probationary period. During this probationary period, if the Child Development staff identifies any problems or concerns, there will be an immediate referral to the Family Support team. The Family Support Specialist will then work closely with the family to resolve any concerns that have been identified by MSC or the family. If the concerns are not resolved by the end of the three-month probationary period, the Center may need to discontinue services. Our staff makes every effort to meet the needs of every child before the decision to discontinue is made.

Sponsors are expected to communicate with the Child Development staff on a regular basis. Consistent and ongoing communication between parents and staff is essential when questions arise about a child's behavior and/or the discipline of a child.

If a child is having difficulty, a parent/staff conference will be called. The purpose of the conference is to address the parent's and staff's concerns as well as develop an appropriate plan of action. This plan will be reassessed after a period of time to determine its effectiveness. If the plan is not working, the Center reserves the right to discontinue the child. When a decision is made to discontinue a child, the parent will receive written notification and referrals to other possible Child Care programs.

The Center reserves the right to discontinue services for a child if the Center is unable to provide for that child's needs, if the family is not complying with the policies of the Center, or the family is not cooperating with the Center's staff. When this occurs, the child may be discontinued from the program. We reserve the right to discontinue services for the following (but not limited to) reasons:

- Marillac's inability to meet the child's needs
- Lack of parental cooperation
- Inability of a child to adjust to the Child Care after 90 day probationary period
- Serious illness of a child
- Lack of compliance with Handbook regulations
- Failure to pay tuition or late fees
- Physical or verbal abuse by any child/family member to any person/property

We appreciate parents providing as much advance notice as possible when discontinuing services and we will extend the same courtesy in return. Therefore, one-week notice is required to discontinue services from MSC. Sponsors must go to the Child Development Admissions & Client Services Department to fill out a discontinuance form, which will serve as **Final Notice of Discontinuance**. In return, we will provide a two-week written discontinuance notice. We reserve the right to give written or verbal notice of immediate discontinuance when there are extreme circumstances that could affect the well-being of staff or other children or in special cases where a written contract/plan that was devised and agreed upon by the Sponsor and MSC staff has been broken.

Please sign the consent below:

I, _____ sponsor of _____
have read and understand Marillac's discontinuance policy.

Date: _____

Attendance & Absenteeism policy

We monitor daily attendance closely. Regular attendance is extremely important for both the adjustment of the child, as well as the Center's funding. Attendance expectations are as follows:

- Children are expected to attend full-time, five days a week.
- Sponsors are required to notify either Client Services extension 3225 OR the Child Development Director when a child is going to be absent.
- If a child has more than five unexcused absences in one week, a warning notice will be sent to the parent. Three warning letters could result in discontinuance.
- An absence is considered excused if there is an illness, doctors' appointments, school suspension, vacation time, or death in the family. Sponsors are required to provide documentation in order to justify the absences. Please contact Client Services in advance to discuss any other special circumstances or reasons for an absence.
- A vacation form must be completed and submitted to Client Services one week in advance of scheduled vacation.
- A child who is absent for one week without notifying Client Services or the Child Development Supervisor may be subject to discontinuance.

Vacations

10 days of vacation are permitted during a 12-month school year (September through August), provided advance arrangements have been made with Client Services. A third week of vacation is given in August for children in the Toddler and Pre-K sections. The regular tuition co-pay is charged during vacation time, as the child's place is being reserved. Payment must be made in advance.

I, _____ sponsor of _____
have read and understand Marillac's attendance and absenteeism policy.

Date: _____

Receipt of Parent Handbook

It is very important that all Sponsors read through the entire Parent Handbook. The Center has many policies and we cannot review all of them during the child's orientation. By signing this document, you are agreeing to the following:

- _____ I have read or will read through the entire Parent Handbook and contact the Admissions department with any questions or concerns at ext. 3290 or in the Client Services office.
- _____ I understand that Marillac is a profanity free facility. I agree to communicate in a respectful manner with everyone at the Center, including staff, children and other parents.
- _____ I understand that weekly tuition is due every Monday to the Client Services Office regardless of whether or not the child is in attendance. If tuition is paid late, I understand that I will receive a \$25.00 late fee charged to my account.
- _____ I understand that I must report my child's absence the day of the absence, before noon to ext. 3225.
- _____ I understand that my child has only 10 vacation days for the year (Sept-Aug). I understand that if I fail to report an absence it will be recorded as a vacation day. After my child has reached 10 vacation days, I understand that he/she may be at risk of being discontinued from the Center.
- _____ I understand that morning drop off is between 7:00am and 9:00am, and I will communicate this information to whoever will be responsible for dropping the child off at the Center in the morning. School age children must also arrive by 9:00am on non-CPS days. I understand that if the child arrives after 9 am, he/she will not be admitted into the classroom.
- _____ I understand that the Center closes at 6:00pm and that my child must be picked up by then. After 6:15, I will be charged a \$1.00/minute, per child, a late pick up fee that will be due to Client Services the following day. If I am running late to pick up, I will call the main number and let the receptionist know.
- _____ I authorize my child to ride in the agency school bus for purposes of field trips.
- _____ I authorize my child to participate on walking trips.
- _____ I am aware that there is a Parent Fundraiser every spring that all families are required to participate in.
- _____ I understand that if any of my personal information changes, I must report it to Admissions or Client Services as soon as possible, especially if my phone number changes.
- _____ I will make sure to communicate the information on this page as well as that in the Parent Handbook and Guidebook with any other parents or guardians of my child.

By signing below, I agree to the above statements. I understand that I must comply with all Center policies in order for my child(ren) to stay enrolled at Marillac Social Center.

Sponsor Signature

Date

Media Consent & Release

I grant to Marillac St. Vincent Family Services (Marillac Social Center and/or St. Vincent de Paul Center) the absolute and irrevocable right and unrestricted permission concerning any photographs or video, as well as use of quotes and any interview content that it has taken or may take of my child(ren), or in which my child(ren) may be included with others, to use, reuse, publish, and republish the media in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration; and to use my name in connection with any use if it so chooses.

I release and discharge Marillac St. Vincent Family Services from any and all claims and demands that may arise out of or in connection with the use of the media, including without limitation any and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also inure to the benefit of legal representatives, licensees, and assigns of Marillac St. Vincent Family Services, as well as the person(s) for whom it took the photographs. I am a legally competent adult and have the right to contract in my own name. I have read this document and fully understand its contents. This release shall be binding upon me and my heirs, legal representatives, and assigns.

_____ Yes, I give my permission

_____ No, I do not give my permission

Student(s) Name(s)

Sponsor Name

Sponsor Signature

Date

Exhibit 1

Admissions Checklist

Prior to a child's admission to Marillac, the sponsor must provide the following:

- Illinois Department of Human Services (IDHS) Child Care Application Form with verification of:
 - Parent's employment and/or educational/training programs
 - Income (employment, child support, social security, public aid, etc.)
 - Household size
- Health Requirements: (see also 'Health Requirements' section exhibit 2)
 - Current medical records (within 6 months prior to admission):
- Physical exam (signed by Parent & Physician), including:
 - Immunizations required by Centers for Disease Control
 - TB test
 - Hemoglobin
 - Vision/Hearing
 - Lead (for ages 6 months through 6 years)
- Dental Exam
- Child's Birth Certificate
- Child's Social Security card
- Food restrictions, accompanied by the Physician Statement for Food Substitution
- Medication for chronic illness (asthma, seizures, allergies) require a note from the child's doctor and action plan. We also need written permission from a parent authorizing Center staff to administer medication, and directions on how/when/why medication is administered.
- Documentation of clinical services the child currently receives, including any diagnoses.
- Non-refundable \$20.00 cash registration fee.
- Food Form
- Family Registration form
- Media Consent