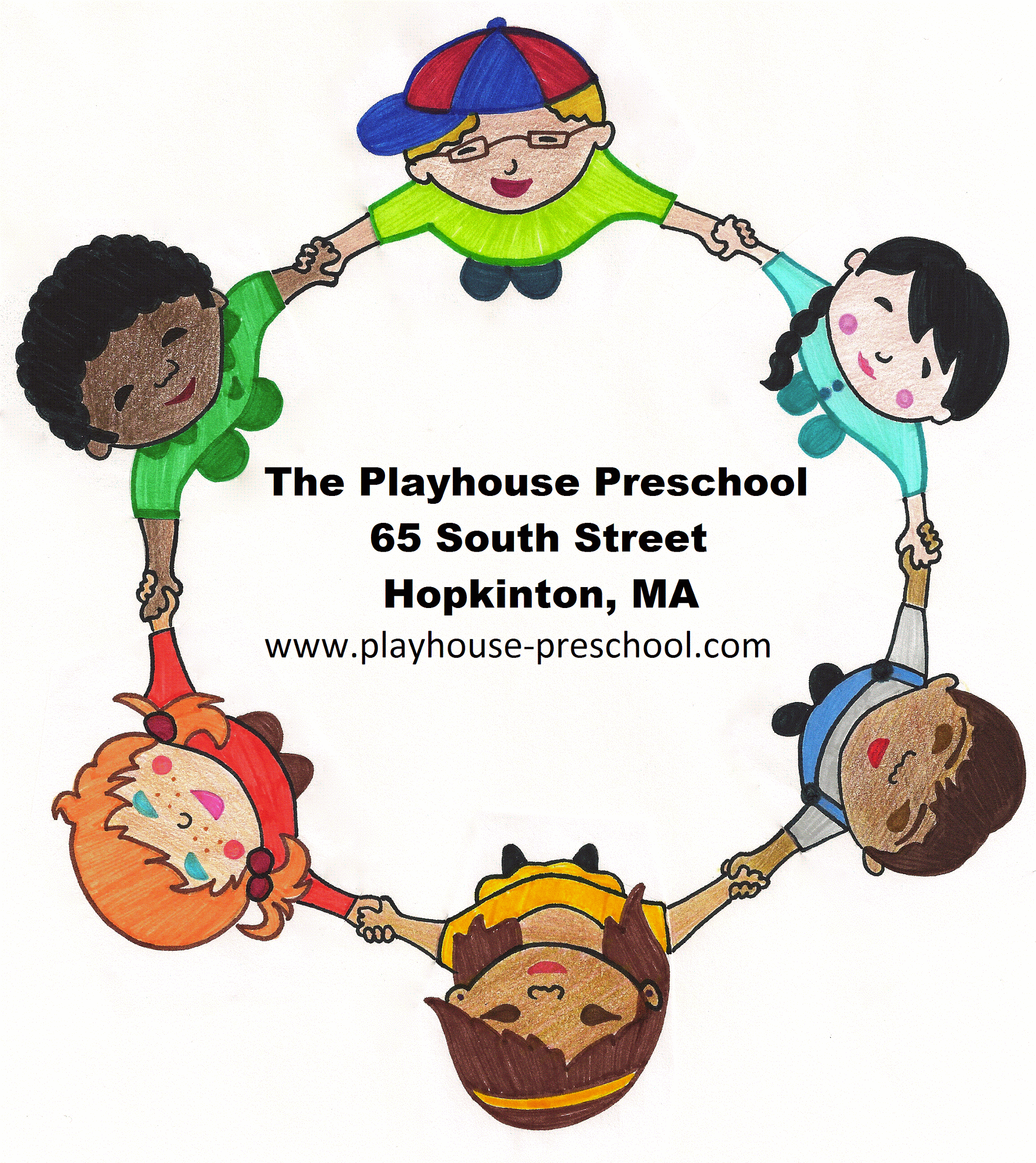
ENROLLMENT FORM PACKET

2024 - 2025



**This enrollment packet must be filled out and signed and in the possession of The Playhouse Preschool by your child’s first day of school.**

Form Completion

I agree to assist The Playhouse Preschool, Inc. in maintaining an updated file on my child by completing and maintaining all family information directly on the website and the forms obtained from the website. These contain information such as; developmental history, health care and emergency care. Forms can be found under Documents on www.playhouse-preschool.com. All of these forms are required by the State to be on file. Every place that requires a signature must be signed even if that section is not applicable.

**Your child’s physician must fax their latest physical and immunization forms to 508-533-4522.**

I have read, understood and agree to all the policies and procedures contained in this enrollment packet and the latest version of the Family Handbook.

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

Date:

Child Information

Child’s Name Date of Birth

Age at Admission Date of Admission

Child’s home address \_ Home phone number Primary Language Identifying Marks \_ \_

Eye Color \_ Hair Color Skin Color

Sex Height Weight \_

Religious Preference

Holiday’s/Special Occasions

I have read, understood and agree to all the policies and procedures contained in this enrollment packet and the latest version of the Family Handbook.

Parent/Guardian Signature Date:

DEVELOPMENTAL HISTORY AND BACKGROUND INFORMATION

Regulations for licensed child care facilities require this information to be on file to address the needs of children while in care.

DEVELOPMENTAL HISTORY

Age began sitting crawling walking talking

Does your child pull up? Crawl? Walk with support?

Any speech difficulties?

Special words to describe needs Language spoken at home

Any history of colic?

Does your child use a pacifier or suck thumb? When?

Does your child have a fussy time? When?

How do you handle this time? HEALTH

Any known complications at birth? Serious illnesses and/or hospitalizations: Special physical conditions, disabilities: Allergies i.e. asthma, hay fever, insect bites, medicine, food reactions: Regular medications:

EATING HABITS

Special characteristics or difficulties: \_

If infant is on a special formula, describe its preparation in detail

Favorite foods: Foods refused:

Is your child fed held in lap? High chair?

Does your child eat with Spoon? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fork? \_\_\_\_\_\_\_Hands? \_\_\_\_\_\_\_\_\_

TOILET HABITS

Are disposable or cloth diapers used?

Is there a frequent occurrence of diaper rash?

Do you use: baby oil powder lotion Other

Are bowel movements regular? How many per day?

Is there a problem with diarrhea? Constipation?

Has toilet training been attempted?

Please describe any particular procedure to be used for your child at the program

What is used at home? Potty-chair? Special child seat? Regular seat? How does your child indicate bathroom needs (include special words):

Is your child ever reluctant to use the bathroom? Does the child have accidents? SLEEPING HABITS

Does your child sleep in a crib? Bed?

Does your child become tired or nap during the day (include when and for how long)?

#### *Please Note*: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your physician immediately to discuss the best sleeping position for your baby. Please also take the time to discuss your child’s sleeping position with your educator. Your educator will place your infant on his/her back unless there is a written physician’s order that specifies otherwise.

When does your child go to bed at night? and get up in the morning? Describe any special characteristics or needs (stuffed animal, story, mood on walking etc.)

SOCIAL RELATIONSHIPS

How would you describe your child:

Previous experience with other children/child care: Reaction to strangers: Able to play alone: Favorite toys and activities:

Fears (the dark, animals, etc.): How do you comfort your child:

What is the method of behavior management/discipline at home:

What would you like your child to gain from this child care experience?

DAILY SCHEDULE: Please describe your child’s schedule on a typical day.

\*For Infants, please include awakening, eating, time out of crib/bed, napping, toilet habits, fussy time, night bedtime, etc.



Is there anything else we should know about your child?

Parent Information

Parent/Guardian Name

Relationship to Child Home Address \_ **Reachable Phone Number** Email Address Business Name Business Address Business Phone Number Hours at Work

Parent Information

Parent/Guardian Name

Relationship to Child Home Address \_ **Reachable Phone Number** Email Address Business Name Business Address Business Phone Number Hours at Work

Additional Information

Child’s Physician \_ Address Phone Number

Allergies/Special Diets \_

Does your child have an Individual Health Plan for a chronic health condition? If yes, please attach \_

Do you have any custody agreements, court orders and restraining orders pertaining to child? If yes, please attach

\_

Does your child have any Special Limitations or Concerns we should be aware of? \_

### FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM

I authorize personnel at The Playhouse Preschool Inc. who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and to secure necessary medical treatment for my child.

I hereby authorize The Playhouse Preschool Inc. staff to call a physician, secure necessary medical care, including the administering of anesthesia if surgery is advised by a physician, and to otherwise act on my behalf when I cannot be reached and/or when the delay would be dangerous in order to protect my child in the event of an accident or illness.

I am aware that the center will contact one of my designated authorized emergency contacts if I cannot be reached. Upon the arrival of a designated individual, that individual will act on my behalf, relieving center staff of these responsibilities and decisions.

In an emergency, my child will be transported to the nearest hospital for treatment if a hospital is necessary. Ambulance transportation and charges associated with securing and providing care are the parent/guardian’s responsibility.

Child's Physician Name: \_ Address: \_ \_ Phone Number: \_

Child's Allergies: \_ Chronic Health Conditions:

Health Insurance Information (optional)

Health Insurance Coverage: Policy number:

Secondary Insurance (if applicable)

Health Insurance Coverage: Policy number:

**EMERGENCY CONTACTS (*In order to be contacted*)**

We authorize the individuals named below to take our children from The Playhouse Preschool upon proof of identification. I understand that I cannot add by phone call; any additions or changes to the list below must be done in advance by written instruction. Please list individuals other than parent/guardian.

Name \_ Address \_ Relationship to child\_ \_ Home Phone Cell Phone Do you give permission for your child to be released to this person? Yes No

Name Address \_ Relationship to child\_ \_ Home Phone Cell Phone

Do you give permission for your child to be released to this person? Yes No

Name \_ Address \_ Relationship to child\_ \_ Home Phone Cell Phone Do you give permission for your child to be released to this person? Yes No

\*Annual Registration Fee (non-refundable): $100 per family. The registration fee is due when you register.

I agree to pay my child’s tuition one month in advance. I agree to pay the above tuition fee to the center on time, in advance of services provided. Failure to do so will result in a $30.00 per month late charge. The school year is based on a predetermined budget and a deduction will not be made for absenteeism, center closures, vacation days, snow days, or emergency weather cancellations or delays. I further understand that if my child attends an extra day that is not listed above, I will be responsible for payment based upon the current daily fee listed on the rate schedule. I have received a list of center closures and tuition fees. I understand that a non-refundable deposit (registration fee plus one month’s tuition) will reserve a space for my child.

## POLICIES AND PROCEDURES

1. Our center is open from 7:30 AM until 5:30 PM. Parents, guardians, or the authorized designee should arrive 10 to 15 minutes prior to closure to allow for an orderly pick-up BEFORE the center’s scheduled closing time. There may be earlier closing times in response to emergency situations. A late fee charge will apply for the time the child is in attendance beyond the closing time. **Credit is not given for absences or closures due to weather or other emergencies, snow days, holidays, vacations, or illness.** Tuition will be charged for these days, unless prior arrangements have been made for an alternative Tuition Contract. **WE NO LONGER OFFER MAKE-UPS.**
2. The center’s closures are indicated on the calendar on www.playhouse-preschool.com. Weaher related closures due to snow are as follows; if Hopkinton school is closed due to snow, we are closed. If Hopkinton schools are delayed, we open at our regular time. If the center needs to close early, parents will be notified by phone or email. The parent or authorized designee will be expected to pick up the child within a reasonable period of time. Regular tuition will be charged for these days and make-up days will not be allowed.
3. I agree to pay a recurring registration fee at the time of re-enrollment for each school year (August to August). The registration fee is non-refundable. Mid-year enrollment registrations apply to the current school year. A new registration fee will be charged for upcoming school years. Families enrolling between June and August will not be required to pay another fee for September of that same year.
4. I agree that my child will attend on the days and times enrolled unless I obtain permission from the director or designee to change my child’s schedule. If I do have my child attend an extra day, I will be charged the current daily rate. I will be charged for any time over my contractual tuition and agree to pay additional charges according to the late fee policy.
5. If tuition is not paid on time, (by the 7 Calendar day grace period) my account is subject to a $30.00 late fee for that month. If tuition becomes delinquent for more than two weeks, your account is subject to suspension and your child will not be allowed to attend school. In the event of suspension, the child’s space will be held for one week. If the tuition and late fee is not paid, child care will be terminated. TUITION IS DUE ONE MONTH IN ADVANCE 10 OR 12 MONTHS OF THE YEAR UNLESS THE CHILD IS WITHDRAWN. Failure to follow the tuition policy will result in termination of care. Exceptions may be made due to extenuating circumstances with the permission of the Director. If your child is being withdrawn from the center tuition payment is expected the last day your child is in attendance if any balance is due on your account. Balances remaining after the child’s last day are subject to immediate collection activity at the expense of the parent/guardian.
6. There is a $35.00 charge for checks returned for any reason. If more than one check is returned within the school year, future payments will be required to be made by cash or money order. Returned checks will not be re- deposited. A replacement payment is due upon notification.
7. If a family has a child care voucher and misses payments, the account is subject to immediate notification to the voucher agency. The family is responsible for full payment of tuition at the regular private tuition rate for any time of attendance (plus 2-week notice, if applicable) not paid by the voucher. It is the parent/guardian’s responsibility to renew vouchers prior to their end date. The center is not responsible for notifying parents of an impending voucher end date.
8. Children should wear “play” clothes to school so they can participate in all of the activities offered. Each child must have a change of clothing at the center at all times for emergency use. Clothing should be replaced as needed so it is size and weather appropriate. All clothing should be labeled.
9. Except for soft, quiet, “Comfort” toys for rest time, toys should not be brought from home unless needed for a classroom activity. All items worn or brought to school should be clearly labeled. The center is not responsible for lost or broken items brought from home.
10. Each child in attendance will have a rest or quiet time, the length of which is determined by the classroom. This will not be shortened for individual children. Our regulations do not allow us to wake a sleeping child unless for emergency evacuation purposes.
11. Each child needs a nutritious lunch and two nutritious snacks, plus drinks, every day. Please send in foods ready to eat (peeled, cut, etc.) and ready to be placed directly into the microwave, if applicable. Children arriving prior to 8:30 am may bring breakfast, as well. **( We are a peanut/tree nut free school)**
12. Parents/guardians are required to walk children into and out of the building (please hold hands in the parking lot) and ensure that they are signed in and out daily. Please bring your child into the proper classroom and into the care of a teacher before leaving. The center is not responsible for children left in an empty classroom or allowed

to circulate throughout the center at drop-off or pick-up time. If you need to walk through the center at drop off or pick up, please be sure that your child is in the proper classroom with the teacher aware that he/she is there, or is with you.

1. Except in inclement weather, children will play outside for a minimum of 60 minutes per day. Please provide weather appropriate clothing.
2. If your child cannot participate in the entire day (outside activities, etc.) he/she should remain at home for the day.
3. Though we ask for your cooperation in not disrupting the program, families are welcome to visit all parts of the center while their child is present. You will get a more accurate observation if your child does not know you are here. Other visitors, even those on authorized lists, must be accompanied by parents in order to visit during the day.
4. No child will be released to anyone other than the parent or legal guardian assigned on the registration forms and those individuals designated on the child release form. We require identification for any individual not known by center staff. Parents/guardians may make changes or additions to this list by giving a signed, dated note to the director or designee.
5. When a parent has legal custody and the other parent is not allowed access to the child, a copy of the legal document must be on file at the center. It is the parent’s responsibility to provide a copy to the local police department as well. If a non-authorized parent/guardian attempts to visit or pick up the child, we will notify the police department and the custodial parent immediately.
6. Parents must cooperate with the center in carrying out all governmental laws, rules, regulations, and policies set forth by the Massachusetts Department of Early Education and Care, our licensing agency. We receive periodic updates from DEEC and we are relicensed every two years. Our policies may change from time to time based on DEEC requirements, as well as our own interpretation of best operating practice.
7. I have received and reviewed the Parental Rights/Information from DEEC distributed with the family handbook.
8. If a child is transported to the public school for services or for daily attendance, parents/guardians are responsible for providing transportation or assume responsibility for releasing their child to the public school transportation services. The Playhouse Preschool center's responsibility of care ends when the child enters the public school vehicle or exits the building with the parent(s) or authorized pick up person and begins when the parent releases the child into the care of center staff.
9. We give permission for accreditation personnel to review my child’s file. I also give permission for The Playhouse Preschool staff to access my child’s file as needed. I am aware that the center is legally bound to grant access to my child’s file to agencies including but not limited to the Department of Early Education and Care (DEEC) and the Department of Children and Families (DCF).
10. Children’s classroom activities as well as special events may be videotaped for training purposes or for use by families. Videos will be viewed only at the center and will not be released. Without revealing names and addresses, we allow the center to videotape classrooms for the training of early childhood staff in or outside the center.
11. I realize that pictures sent home to families or displayed in the center may contain my child’s picture. I will notify the director or designee if I rescind this consent.
12. I realize that center staff are bound by professional and regulatory standards of confidentiality. If a family decides to fraternize with staff, they must be aware that staff are not permitted to discuss or disclose personal information about children, families, or staff of this center.

### HEALTH CARE POLICY

One of the most important concepts that we teach our children is sharing and, unfortunately germs are one of the things that they share! Part of our responsibility in providing a safe environment for our children is implementing a plan for infection control. We take many measures to minimize the spread of illness and one of these is the occasional exclusion of children who have communicable illnesses. We balance this with the realization that Families need to work.

Because we are concerned with the health and well-being of all our children and staff, a child will be sent home if he/she has a combination of the following symptoms\*:

-Lethargy or irritability -under arm temperature of 100 or higher\*\*

-Chronic, persistent coughs -green or yellow mucus

-Diarrhea -vomiting

-Rash -lack of appetite

-Pain or discomfort -flushed or pale appearance

-Abnormal breathing -irritated, red-rimmed eyes

\*A child may be admitted if your pediatrician provides written documentation that the symptoms that your child exhibits are caused by a non-contagious condition.

\*\*Fever: Because fever is such a vague symptom, a child will not be excluded for fever alone UNLESS the under arm temperature is 102 or higher OR the fever has persisted for three days. In these circumstances a child must be fever free without medication OR we must receive written documentation from your pediatrician stating that the fever is not due to a contagious condition. If your child is an infant, we will contact you if the under arm temperature is 99 or higher.

In the event that we need to call you mid-day to pick up your child from the center, please arrive within one hour or send an authorized person (listed on your emergency contact form) to pick up your child. If your child needs to visit the doctor due to illness, or is picked up to go home due to illness, he/she may not return that same day.

Children sent home with a fever may return once they have been fever-free for 24 hours without medication. Children absent from the center with a contagious disease will not be allowed to return to school without a note from a physician stating that the child is not contagious.

If you believe that your child is too ill to participate in all of the day’s activities, including outside play, your child should not attend for the day. In order to maintain proper ratios, we are not able to keep a child inside unless we are waiting for the child to be picked up to go home. We understand that frequent absence puts a stress on your work situation, but we need to insist on your cooperation to keep our children illness-free to the extent that is reasonable. Please keep your child home if he/she is ill.

### MEDICATION

We cannot administer any medication without the proper authorization from parents or guardians and physicians. We need a physician’s permission, as well as the appropriate “Authorization for Medication” form (provided by The Playhouse Preschool) signed by the parent in order to administer any medication. Center policy requires that all medications (other than emergency meds) be given by staff trained in the proper administration of medication.

For prescription medication, the medication must be in the ORIGINAL prescription bottle/container. Medication cannot be mixed with food or drinks unless the physician provides these instructions in writing. In this case, center staff must mix the meds with the food or drink just before giving it to the child.

Non-Prescription Medication: A written note of permission from your pediatrician must indicate the following: Child’s name, Current date (standing orders are valid for one year), Exact Medication Name, Dosage Information, Time and Reason to administer medication. We are not permitted to share medication and the center is not permitted to provide medication. Medication should be given directly to staff, not placed in their backpack, lunch box, etc. If we have a standing order for medication, we will always attempt to contact you before administering medication.

Medication can only be given per a physician’s instructions. For OTC medication, we must follow the instructions on the label. We cannot administer medication contrary to these instructions unless we have a doctor’s written instructions to do so.

If a child has been hospitalized, absent due to illness for three consecutive days, has been treated for a serious injury, or has had any type of surgery, a physician’s note must be provided to the center allowing the child to return to childcare. The note must state that the child can participate in a typical childcare day, and/or state any restrictions that should be in place.

In accordance with our regulations, infants will be placed in the “back to sleep” position when it is time for naps. There will be no exceptions to this policy unless we are instructed otherwise in writing by your child’s pediatrician.

Following the proper guidelines for infection control and sanitation, children will be given the opportunity to brush their teeth after lunch time, in accordance with the preferences of their parents

### PHOTOGRAPHS/VIDEOTAPING PERMISSION

I have no objections to my child being videotaped occasionally. These tapes may be viewed by early childhood education staff or families within the center only. These tapes would remain the property of the center. I have no objections to photographs being taken of my child and displayed in the center. I understand that other families may receive photographs that contain my child in the picture.

### FACEBOOK PERMISSION

I, the undersigned parent or guardian, gives permission for my child’s picture to be included on the center’s Facebook page. I understand that this permission will be valid until my child’s withdrawal from the center unless I rescind it in writing to the director prior to that date.

I realize that once posted, pictures of my child will remain on the center’s Facebook page indefinitely (including after my child’s withdrawal from the center). I am aware that my child’s pictures will be removed if I make the request in writing to the director.

### SHARED SNACK PERMISSION

Please indicate any allergies or food intolerances, or indicate “none” \_

I give permission for my child, to eat snacks brought in to be shared by classmates for special occasions such as birthdays, etc. By signing this section, you give permission for your child to be served foods provided by center families or staff members.

Please check with your child’s teacher to let her know when and what you’re sending in.

**OR**

NO, please do not serve any food to my child that was not provided from home.

### INJURY REPORTS

We write injury reports for all injuries that occur while your child is in attendance. We also notify parents by phone prior to the end of the day for any head or facial injuries, or injuries that seem more serious than “typical.” All injury reports will require a parent signature at time of pick-up, and a copy of the report will be provided to you.

### SUNSCREEN

I give permission for center staff to apply sunscreen to my child and understand the following:

1. Sunscreen should be applied in the morning, before my child arrives at school. During the summer program, sunscreen should be applied to his/her whole body, since bathing suits will be worn on the playground.
2. Each child needs his/her own bottle of sunscreen, unless both children are in the same classroom. If they do not have any at the center, we have extra to share.
3. I will provide written permission from our pediatrician if my child is less than 6 months of age, or if the

sunscreen contains insect repellent.

\*(permission can be faxed to the center at 508-533-4522)

1. Staff will notify me a few days ahead of time when sunscreen is "running low". I agree to supply a new bottle upon request.

### INSECT REPELLENT

I give permission for center staff to apply insect repellent to my child and understand the following:

* 1. **A physician's permission** is required in order for insect repellent to be applied to any child. (permission can be faxed to the center at 508-533-4522)
  2. Insect repellent should be applied in the morning, before my child arrives at school. During the summer program, insect repellent should be applied to his/her whole body, since bathing suits will be worn on the

playground.

* 1. Each child needs his/her own bottle of insect repellent, unless both children are in the same classroom. \*
  2. Staff will notify me a few days ahead of time when insect repellent is "running low". I agree to supply a new bottle upon request.

## LATE PICK UP POLICY

#### Center Hours of Operation

7:30 AM – 5:30 PM\*

\* Late pick up fees apply after **CLOSING**. The closing time may differ on days of severe weather or other emergencies that mandate an earlier closing.

All late pick-up fees are due upon arrival. These fees are given directly to staff that stay beyond their scheduled departure times. Any fees not paid upon arrival will be added to the tuition account. All times are based on the staff time clock in the office. Late pick-ups are cumulative. This policy is in effect for the entire time the child is enrolled in the center, from the child’s entrance until the child’s permanent withdrawal from the center. If you have 2 or more children in attendance and pick up late, the fee is based per child not per family. We ask that you plan your departure from work to allow time for unforeseen traffic or other delays, and that you arrange for an alternate authorized person to pick up your child if delays are severe. The person who picks up your child will be asked to sign an acknowledgement of his/her arrival time, and late charges will be determined according to that time.

Late Pick up Fees: No charge up to 5:35 pm

$1.00 per minute after 5:35 pm

### WITHDRAWAL POLICY

In case of withdrawal of my child from the center I agree to give the center a month’s notice prior to withdrawal. I also agree to pay the tuition for the month, whether or not my child attends the center. In the event of illness while in attendance, medical expenses are the responsibility of the parent/guardian.

I agree to carry out the parent/guardian responsibilities under the policies and procedures agreement between the parents and The Playhouse Preschool, Inc. as the same may be changed from time to time by the center. If the director determines that my child cannot adjust to the center’s program, the child will be withdrawn after a 30-day trial period, and this agreement will be terminated and payment will be due immediately for those days attended. I understand that in extenuating circumstances, an immediate termination may be necessary in order to maintain the safety of the center community. After the child is withdrawn, personal items remaining at the center will be held for two weeks, then discarded or donated to an appropriate organization.

Reenrolling after withdrawal of more than 4 weeks will require a new registration fee, tuition deposit, and intake documents. We cannot accommodate a short-term withdrawal unless this is for medical reasons, documented by a physician and approved by the director.