

Email: orangedaisysip@gmail.com

Phone: 317-774-4364

INTAKE AGREEMENT

Date of Admission _____



Child's Name _____

Nickname _____ Date of Birth _____

Present Age _____ Gender _____

Verification Document _____

Mother's Name _____

Home Address _____

Cell Phone _____ Email _____

Employer's Name _____

Employer's Address _____

Employer's Phone # _____ Work Hours _____

Additional Phone #s _____

Father's Name _____

Home Address _____

Cell Phone _____ Email _____

Employer's Name _____

Employer's Address _____

Employer's Phone # _____ Work Hours _____

Additional Phone #s _____

Admission Policies

Orange Daisy Spanish Immersion Preschool shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care.

Orange Daisy Spanish Immersion Preschool shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

There shall be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

Hours of Operation

Orange Daisy Spanish Immersion Preschool is open from 8:00 a.m. to 5:00 p.m Monday through Friday.

Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure.

Court Orders

If a court order exists preventing a particular individual from having contact with a child, the school shall comply with the order. There shall be a copy of the court order in the child's file.

Emergency Medical Authorization

I agree, and by my signature, give consent, that in any case of an accident, injury, or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

Transportation Permission

In the event of a field trip, or other such activity, I give my permission for my child to be transported by the child care center in a motor vehicle.

Payment Plan

Payment is due in advance on Monday of the current week. Payment not received by close of day Monday of current week, will be subject to a \$25 late fee. Payment not

received by close of day Tuesday of current week, will result in suspension until balance is paid in full.

Payment is due even if the child is not attending or misses days to maintain enrollment. Lack of payment will result in late fees or termination of enrollment.

Meal Plan

Breakfast will be offered to children who are in attendance at Orange Daisy Spanish Immersion Preschool before 8:30 a.m. A morning snack, lunch, and afternoon snack will be served daily. Lunches will not be provided for noon pick up.

Parent Conferences/Communication Policy

Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at any and all times to observe our program.

Health Examination

A health examination including immunizations is required for each child within 12 months prior to admission to the child care center or within one month after admission on the forms provided. Child care services must be terminated if a health form is not returned within the above stated time period. Health examinations shall be repeated annually for children two years of age and younger.

Medication Policy

Orange Daisy staff shall give or apply medication only with prior written permission from a parent or legal guardian, and only with clear, written instructions as to the dosage, time, and reason medication is to be given. Medication must be labeled with the child's name, physician's name, and pharmacy. Over-the-counter medication must also be labeled with the child's name. The caregiver shall keep a record of the date, time, and dosage of medication given

Significant Occurrences or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Discipline Policy

Orange Daisy Spanish Immersion Preschool uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level and talking to them in a calm manner about

what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

Program Description

The program provides developmentally appropriate activities for children. Monthly lesson plans are written and posted for parents' review.

Policy about Children Left After Closing Time

Children are expected to be picked up by dismissal time of 5pm. A charge of \$1.00 per minute will be assessed per child to any family picking a child up after dismissal time.

Policy About Reporting Suspected Child Abuse

The child care center is required by law to report any suspected child abuse or neglect to Child Protective Services.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential.

III Child Policy

Children who are ill will not be allowed to attend the program. If your child becomes ill while at the school, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to the center until he/she is symptom free for 24 hours.

Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized intoxicated or impaired person insists on removing children from the school, the school shall immediately report the incident to the local police agency.

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is strictly prohibited.

_____ Signature of Parent _____ Date

INFORMATION TO BE INCLUDED IN CHILD'S RECORD

List the following information to be used in case of an emergency:

Physician's name _____

Physician's address _____

Physician's phone # _____

Dentist's name _____

Dentist's address _____

Dentist's phone # _____

Person(s) authorized to leave Orange Daisy Spanish Immersion Preschool with your child:

Name _____ Phone # _____

Address _____

Relation to child _____

Name _____ Phone # _____

Address _____

Relation to child _____

Name _____ Phone # _____

Address _____

Relation to child _____

Responsible person(s) who may be called to come for your child in case of illness or other emergency if you cannot be reached:

Name _____ Phone # _____

Address _____

Name _____ Phone # _____

Address _____



LICENSED CHILD CARE CENTER / HOME CONSENT

State Form 50548 (R2 / 7-06) / BCC 0080

To: Parents of licensed child care programs in Indiana

Subject: Your child's birth certificate and licensed child care programs

Indiana Code 12-17.2-2-1(8) requires each child care center or child care home to record proof of a child's date of birth before accepting the child for care. A child's date of birth may be proven by the child's original birth certificate or other reliable proof of the child's date of birth, including a duly attested transcript of a birth certificate. Refusing to share this information may result in your child's exclusion from a licensed child care program. Sharing the birth certificate information is NOT optional; signing the below is your decision and does not impact your use of child care facilities.

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LICENSED CHILD CARE CENTER / HOME CONSENT

State Form 50548 (R2 / 4-06) / BCC 0080

This portion is to be kept on file at the licensed child care program.

I give my permission for _____ to report the name and date of birth of my child or children to the Division of Family Resources pursuant to IC 12-17.2-2-1.5.

name of licensed child care program

Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)
Name of child	Date of birth (month, day, year)

Signature of parent, guardian, or custodian	Date signed (month, day, year)
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Suspension and Expulsion Policy

At Orange Daisy Spanish Immersion Preschool, we will promote positive social and emotional growth for the kids.

On a daily basis, our teachers will provide a fun and engaging environment that will encourage the children to learn how to build relationships, self regulate, and conflict regulation. All while also supporting each child's cultural diversity and development.

If there is concern for your child's behavior or the well being of other child, we will reach out to the parent(s) and advise of any disciplinary actions that have/will be taken. We will make sure that you have access to all available support the state provides to all families and daycares to ensure your child's development needs are being met. We will do everything in our power to make sure your child has a positive experience here at Orange Daisy Spanish Immersion Preschool. If for any reason Orange Daisy Spanish Immersion Preschool is not a good fit for your child, we will reach out to you. If a serious safety threat exists and cannot be addressed with reasonable modifications and/or the use of positive behavioral supports, exclusionary measures will be taken.

Please sign below that you have read Orange Daisy Spanish Immersion Preschool suspension and exclusion policy.

_____ Parent Signature _____ Date

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Pricing Agreement

Full time: Monday through Friday 8am-5pm.

Tuition: \$250 per week.

The enrollment fee is \$100 per child, due at enrollment.

Late fee: \$25

Payment is due in advance on Monday of the current week. Payment not received by close of day Monday of current week, will be subject to a \$25 late fee. Payment not received by close of day Tuesday of current week, will result in suspension until balance is paid in full.

By signing below, you agree to the pricing and fees mentioned above. Any permanent changes to the schedule will need to be submitted in writing to Orange Daisy Spanish Immersion Preschool.

_____ Parent Signature _____ Date