



# GROWTHSPURTS

CHILD DEVELOPMENT FACILITY

APPLICANT INFORMATION		
Child's Name:		Nickname:
Date of birth:		Sex ( <i>Please circle</i> ): Male Female
Days wanting to attend ( <i>Please circle</i> ):		
Monday	Tuesday	Wednesday Thursday Friday
PARENT/GUARDIAN INFORMATION		
<b>Parent/Guardian 1:</b>		Cell Phone:
Email:		
Address:		Home Phone:
Employer:	Work Hours:	Work Phone:
<b>Parent/Guardian 2:</b>		Cell Phone:
Email:		
Address:		Home Phone:
Employer:	Work Hours:	Work Phone:
Parent's/ Guardian's Marital Status ( <i>Please circle</i> ): Married Separated Divorced Single Widowed		
<i>*If divorced, who has legal custody?</i>		
<i>*Any custody issues to note?</i>		
EMERGENCY CONTACTS		
<i>Child may be released to the following emergency contacts</i>		
Emergency Contact 1:		Phone:
Relationship:		
Emergency Contact 2:		Phone:
Relationship:		
Emergency Contact 3:		Phone:
Relationship:		
Emergency Contact 4:		Phone:
Relationship:		
HEALTH INFORMATION		
Child's Physician:		Phone:
Child's Dentist:		Phone:
Please list any allergies or special needs?		
Hospital Preference:		
SIGNATURES		
I authorize the verification of the information provided on this form and understand that I am responsible for informing GrowthSpurts Child Development Facility, LLC immediately if any of this information changes.		
Parent/Guardian Name (printed):		
Signature:		Date:



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## ADDITIONAL INFORMATION

### GETTING TO KNOW YOUR CHILD

Is your child potty trained (*Please circle*)?      Yes      No      In Process

Does your child need help:      Dress/Undress      Eating      Washing hands and face      Potty etiquette

What is your child's favorite:

Game:

Toy:

Snack:

*\*Is there anything (food/activity) your child resists?*

Does your child have any unique fears? If so, please explain.

### PAST EXPERIENCES

Has your child been away from parents before?      Yes      No

*\*If so, who has cared for them?*      Sitter      Daycare      Grandparents      Other

*\*If childcare, previous childcare name and number:*

*\* Reason for leaving:*

### HOME ENVIRONMENT / BEHAVIOR

Child's responsibilities at home:

Evaluation of your child's personality at home:

Are there any holidays you do not want your child to participate in?

Any additional information that may be helpful:

### PARENT-SCHOOL COMMUNICATION

Describe your style of discipline:

Goals you have for your child in the program:

Preferred communication method:



# **GrowthSpurts Child Development Facility, LLC Policies**

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## Registration & Rates

There is a registration fee of \$125 for new students and an annual registration fee of \$75 for returning students. This fee is non-refundable and must be paid prior to starting the program. It helps cover the costs of the time necessary for paperwork and scheduling that are required by Child Care Licensing to be within regulations. The first two weeks are a non-refundable trial basis to give sufficient time to determine that the child is making a comfortable transition and to give the family sufficient time to determine if the program is a positive and growth-promoting extension of home. There is also a security deposit due at enrollment in the amount of two week's tuition, based on the individual child's weekly schedule. It will be held and returned when the proper two week notice for termination is issued to GrowthSpurts Child Development Facility, LLC.

The daily rate is \$50 for infants (6 weeks up to 2 years) and \$45 for all older children. Parent/guardian must register for a minimum of two days per week. Tuition is due regardless of absence due to illness, holidays, or personal vacation. The invoices will be sent out on the 1st and 16th of each month (or the closest business day to that day). Payments are due seven days after the invoice was distributed. A late fee of \$15 will added to the next invoice following a late payment. If the child will be gone at the time a bill is due, please plan accordingly and pay ahead.

*Initials:* \_\_\_\_\_

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## School Schedule & Hours

This child development facility is run on an academic year program. Daily sessions are based on five hours of educational curriculum and positive socialization. Days of operation are Monday through Friday from 8am to 1pm.

Mid June will be the beginning of the Summer schedule and it will run until mid August. Summer reservation registration will be sent out in the month of April and due back in May. Summer sessions are set up as week-long camps and payment is due for each camp on the first day.

Drop in spots during the preschool year are available for part time students if someone is sick or on vacation. Please ask to be put on the list if that is something that will work for your schedule and we will call you if a spot becomes available.

*Initials:* \_\_\_\_\_

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## Daily Routine

The first 30 minutes of opening will be a welcoming time to allow for parents to visit and communicate with teachers and the students do the same. It is a "free time" set up so the children can easily transition into the facility and get engaged in upcoming lessons. Breakfast is served at 8:30am as a family style meal that promotes independence and responsibility self.

The following hour and a half of instruction time includes activities that will provide the necessary curriculum for language development, cognitive development, perceptual & motor development, as well as social & emotional skills that are in unison with the California standards within the schools. Circle time, arts & crafts, and free time, will all be integrated in the daily routine as well. The facility layout will be changed weekly to keep the kids interested in the current curriculum. A structured schedule will be in effect but there will be some flexibility in it so the needs of the children are being met. Daily lessons will include outside time for at least an hour, based on progress of the days activities. There are walkways in the area that are safe for science/nature walks, as well as a park with open, grassy areas and play structures to do many of the games and activities for the gross motor and social development skills. A nutritional snack will be served two hours after breakfast time, which is right before outside play. Lunch is set up to be served at 12:30pm and helps settle things down leading up the end our day.

*Initials:*\_\_\_\_\_

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## Field Trips

Permission is granted by the parent/guardian with the signature of these policies to allow the child to participate in field trips to the park or any other activity that would involve taking your child outside of the facility to enhance their experience. Please note that small field trips around the nearby walkways and park are common and expected. If a field trip to other places that are out of the norm are planned, information and paperwork will be given out with plenty of notice.

*Initials:*\_\_\_\_\_

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## Sign In / Out

Parent/guardian is responsible for signing their child in when they arrive and signing them out when they are picked up. Child Care Licensing audits these sheets and fines will be given to those who do not comply with this requirement. A fee of \$10 will incur when a signature is not attained.

*Initials:*\_\_\_\_\_

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## Late Pick Up

Drop off and pick up is expected to be prompt. It is understood that unforeseen circumstances may, from time to time, affect drop off and pick up and a short grace period of ten minutes is allowed, but it is not to be abused. There will be a late fee of \$10 after the grace period has ended that will be applied to your next invoice following a late pick up. Three late pick ups in a single school year may result in a dismissal from the program.

*Initials:*\_\_\_\_\_

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## Vaccines

The Child Care Licensing Agency requires that all children in a home child care facility be up to date with vaccines and in good medical condition to participate in activities that are playful and have potential to be vigorous. GrowthSpurts will periodically check that the follow up of vaccines are being followed, but

ultimately, the responsibility is that of the parent/guardian. Failure to follow vaccine procedures will result in the termination of your position with the business.

Initials: \_\_\_\_\_

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## Illness, Vacation & Holidays

Please keep children home who have had fevers, vomiting, pink eye or diarrhea or any other communicable disease within the last 24 hours. A phone call or text by 8am is appreciated if illness will be keeping the child from attending for the day. Sanitization happens daily but please be courteous to the children and teachers that could be exposed to illness. Parent/guardian will be called to pick up the child if any of the aforementioned symptoms are present. Also, if a child is obviously not well, you may also be called to pick them up. You must pick them up within a reasonable time period, for everyone's sake. Failure to do so may result in a \$15 fee. All absences and early departures will be billed as usual.

Notification in writing at least three weeks in advance, if possible, would be greatly appreciated if the child will be absent for a week or longer due to a vacation or a trip. One extended vacation (minimum a week or longer) per year, per family will be billed at 50% tuition rate if proper 2 week notice is given. The one week vacation rate is good for only one billing week, no matter the total length of your trip.

The holidays in which GrowthSpurts will be closed are:

- New Year's Eve & New Years day
  
- President's day
  
- Independence Day
  
- Labor Day
  
- Thanksgiving day and the day after
  
- Christmas day and the day after

Initials: \_\_\_\_\_

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## Food

GrowthSpurts has been approved by the Community Action Partnership of San Luis Obispo to be a part of the Child and Adult Care Food Program. It is a state and federally funded program that gives financial aid to licensed child care centers and day care homes. The objectives of the program are to: improve the diets of children under 13 years of age by providing children with nutritious, well-balanced meals and to develop good eating habits in children that will last through years later.

All meals and snacks will be provided by the facility and will follow all guidelines of the program. Some of the criteria needed to be met: time span between food servings, amount of food served by individual child's age, food group balance based on FDA requirements, etc. All program information can easily be distributed

at any time if any questions arise. An enrollment form for the program must be filled out by parent, whether you choose to participate in the program or not.

*Initials:* \_\_\_\_\_

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## Birthday Celebrations

Birthdays are so special and celebrations are honored at GrowthSpurts. If the parent/guardian would like to bring a treat or do an activity for the children to celebrate, please check in a week or two before the day to make sure it can be incorporated into the program without interruption. Gifts and goodie bags are not allowed but a simple snack or craft would be appropriate.

*Initials:* \_\_\_\_\_

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## Consent to Care

By enrolling at GrowthSpurts Child Development Facility LLC, the parent/guardian is granting consent to emergency medical care of the child if we are immediately unable to contact you. The best interest of the child and their safety is most crucial. If waiting for consent would jeopardize the health and welfare of the child, decisions will be made on parent/guardian behalf without legal repercussions.

*Initials:* \_\_\_\_\_

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## Liability & Indemnity

Parent/guardian assumes all risk of injury or harm to the child while enrolled. As a parent or legal guardian, it is agreed that responsibility will fully be released, indemnified, defended, held harmless and forever discharged from GrowthSpurts, it's owner, staff, and employees from all liability, claims, demands, damages, costs, expenses, actions, and causes of action, in respect to any injury, loss, or damage to the child and/or their property.

Consent is given by parent or legal guardian for GrowthSpurts to give treatment, if it is in the best interest of the child, as well as permission for transportation by car or ambulance to an emergency center if necessary. Any medical bills that arise due to treatment will be the parent or guardian's responsibility and not GrowthSpurts Child Development Facility, LLC.

*Initials:* \_\_\_\_\_

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## Clothing

Please send child in comfortable, sturdy, and washable clothes that will allow for exploration in different environments. Make sure they are dressed appropriately for the current weather conditions. If the child is wearing diapers, a fully stocked diaper bag must also be provided daily to ensure the child is well-taken care of. It is required for all children to have a spare set of each item of clothing to be kept on site in a plastic bag.

*Initials:* \_\_\_\_\_

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## Behavior

It's understood that children go through stages and misbehavior is inevitable. These times are seen as learning opportunities and will be capitalized on as such. However, if it is a safety concern or it's felt that your child does not thrive and grow in this home setting, the right to discontinue providing care for the child may ensue.

*Initials:* \_\_\_\_\_

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## Other Information

All personal items should be labeled with child's first and last name. This includes all clothing, snack belongings, and personal property.

No candy or sweet treats allowed as a daily snack. We talk about the importance of healthy food choices and follow the USDA food program.

A minimum of 2 weeks notice is required if you are going to be leaving our care, or if there is a request to decrease scheduled days. If sufficient notice is not given, payment of tuition in lieu of attendance will be required. Security deposit may be forfeited if the policies are not followed.

It is the parent/guardian's responsibility to ensure their child has sunscreen applied before arriving at the facility.

*Initials:* \_\_\_\_\_

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## Communication

Communication is so important for the continuation of positive growth. A newsletter is provided and goes over the curriculum that will be done during the following weeks in the sessions. It will also include some ideas that can be done with your child at home to reinforce the lessons. Book suggestions are provided as well.

Daily reports will be given to the adult that is picking up and will be placed in their cubbies. If you need to discuss any issues or concerns, please email [hello@GrowthSpurtsCDF.com](mailto:hello@GrowthSpurtsCDF.com) A text is also a great form of communication and will be answered as soon as the possible, but definitely within 24 hours. Setting up a meeting between teacher and parent/guardian is always welcomed to discuss anything that needs extra attention.

*Initials:* \_\_\_\_\_

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