



***A Place of Our Own***  
**CHILD DEVELOPMENT CENTER**

**Registration Form**

*By paying the appropriate registration fee of \$60.00 per child or \$85.00 per family, my children's place in your center will be reserved.*

*I understand that Registration Fees are non-refundable and is due at the time of enrollment into the center*

Needed Information to confirm your space:

Name of Parent/s: \_\_\_\_\_

Home Address: \_\_\_\_\_

Daytime Phone ns: \_\_\_\_\_

Name of child/ren: \_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_ Birthday: \_\_\_\_\_

\_\_\_\_\_ Half Day (8:00-12:30 Breakfast & Lunch) \_\_\_\_\_ Full Day (6:00-6:30 Breakfast ,Lunch PM Snack)

***Choose your set days of Attendance***

***Monday Tuesday Wednesday Thursday Friday***

\_\_\_\_\_ Infant/Toddler (6 weeks-23 month old) \_\_\_\_\_

\_\_\_\_\_ Two's (23-35 months old) \_\_\_\_\_

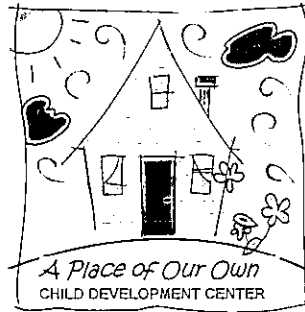
\_\_\_\_\_ Preschool (36mos.-4 years old) \_\_\_\_\_

\_\_\_\_\_ State Preschool (4-5 years old) \_\_\_\_\_

\_\_\_\_\_ School Age Program (5 -11years old) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Options: Check \_\_\_\_\_ Money Order \_\_\_\_\_ Cash \_\_\_\_\_ Creditcard \_\_\_\_\_



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**ADMISSIONS PROCEDURES AND Agreement Policy**

All parents (or legal representative) who are interested in enrolling a child at *A Place of Our Own* CHILD DEVELOPMENT CENTER (APO-CDC) will be required to first visit our center and complete a personal interview process with an APO-CDC-representative prior to acceptance of enrollment. It is during this interview process that an assessment will be made to determine whether the center can meet the child's individual health, physical and emotional development needs.

At this time the child's parents (or legal representative) will be given a Parent Handbook and Enrollment Packet that include forms like: application, tuition agreement, pre-admission health history, physician's report, emergency form, immunization & TB risk screening, medical release, personal rights, parent rights, and any other required enrollment forms, (infant needs and services plan, if appropriate). Parents will need to have these forms completed, signed and returned prior to the child's first day of enrollment at the center.

**ADMISSIONS AGREEMENT**

We are pleased that you have chosen *A Place of Our Own* CHILD DEVELOPMENT CENTER (APO-CDC) as your "partner" in the care and education of your child. Like you, we are interested in your child's total development. Our commitment is to provide you and your child with the best in education and childcare. Below are the provisions of our Admissions Agreement.

**LICENSING AGENCY**

*A Place of Our Own* CHILD DEVELOPMENT CENTER is licensed by the State of California and operates within the guidelines set by Community Care Licensing. Therefore, Community Care Licensing (CCL) has the authority to inspect or audit our records and to interview our staff and children without prior consent. Thus, APO-CDC shall make provisions for CCL to do the following: examine all records relating to the operation of the facility and for private interviews with any staff member or child; and, observe the physical condition of the children including conditions which could indicate abuse, neglect, or inappropriate placement.

**REFUND POLICY**

At APO-CDC, Tuition will not be prorated or refunded due to absence. Two weeks' notice in writing submitted to office is required if you are planning to vacate your child's space.

**Holiday Policy**

APO-CDC will be closed for the following Paid holidays: New Years Day, Martin Luther Kings, President's Day, 4<sup>th</sup> of July Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day. APO require full week tuition of the program you are enrolled in during the week of these holidays.

Absent Policy

Parents are responsible for calling in when children will be absent from school whether illness, vacation or personal time . Full tuition will apply during the time of absent. Families that meet the vacation policy credit maybe allowed to utilized those weeks however, their child's tuition must be current with no balance.

PAYMENT PROVISIONS

A non refundable Registration Fee is due upon enrollment. Tuition will be charged weekly and must be paid on Monday or on your child's first day of attendance to avoid tuition payment delinquency fees charged to your account. Other additional fees may also be charged to your account with proper notification from management. And, APO-CDC reserves the right to revise any fees and or policies upon 30 days written notification to parents.

WITHDRAWAL POLICY

We require a 2 WEEKS NOTICE given or payment in lieu of the 2 Weeks' Notice. All tuition and fees owed must be brought current before the last week of care can be provided. Legal action will be taken in the ebent fees are not paid in full. Alternative Care families will be reported to the local represented in the matter of unpaid family co-pay fees not covered.

TERMINATION CONDITIONS

*APO CDC reserves the right to ask you to make alternative care arrangements. The conditions for us to do so may include, but are not limited to: Nonpayment of tuition, discipline or behavior problems, excessive biting, failure to cooperate with academy policies and provisions, emergency closures and any concerns that the CEO of APO CDC may present.*

***By signing below, you acknowledge that you have read and agree to the above admission policy.***

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Center Director: \_\_\_\_\_ Approve start date: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Program \_\_\_\_\_

Received/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## BEHAVIOR GUIDANCE PLAN FOR PARENTS

To maximize a positive environment for all of our children, and to minimize the possibility of inappropriate behavior, *A Place of Our Own* CHILD DEVELOPMENT CENTER (APO-CDC) has developed a progressive guidance plan. Before outlining what our staff will do to respond to inappropriate behavior, here are the things APO-CDC staff will never do:

1. Subject the child to the use of corporal punishment.
2. Subject a child to emotional abuse.
3. Use negative comments about the child's race, gender, and/or disability.
4. Punish a child for lapses in toilet training habits.
5. Withhold food, light, warmth, clothing or medical care as punishment for inappropriate behavior.
6. Use physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
7. Use mechanical restraints, such as tying.
8. Punish a child by restricting his/her involvement in an unrelated activity.

APO-CDC staff will use the following plan in dealing with inappropriate behavior:

### INDIVIDUAL MANAGEMENT

The foundation of this plan is based on a fully developmental program that reduces the possibility of inappropriate behavior:

1. **Expectations:** Our staff is aware of the reasonable expectations of children at each developmental level, and of individual differences.
2. **Developmentally Appropriate Practice:** We will not expect children to do things they are not cognitively, socially, or emotionally ready to do.
3. **Activity:** Children will always have interesting, challenging, appropriate things to do, and adequate materials to do them.
4. **Modeling:** Our staff models appropriate behavior.
5. **Supervision:** By maintaining correct staff to child ratios and consistent supervision, each child's health and safety are protected.
6. **Reinforcement:** Our staff reinforces child's appropriate behavior.

### IGNORING

Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. Our staff will utilize this technique unless a safety issue is involved.

### REDIRECTION/ DISTRACTION

Staff will offer alternatives to children engaged in undesirable behavior. This might be done by offering a child a different toy, suggesting to the child a new activity, engaging the child in an activity with a teacher, or suggesting the child play with another child, or by him/herself.

### VERBAL INTERVENTION

The teacher explains to the child the inappropriate behavior, and shows him/her the appropriated way to handle the situation. For example, a teacher might say, "instead of hitting Sarah, say, 'I'm angry because you took my truck'".

### LOGICAL CONSEQUENCES

Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the child from the block area.

### TAKE A BREAK

The child is separated from the group, to allow him/her to relax and calm down, and to enable him/her to not be influenced by peers. The process for 'Take a Break' is:

1. The child is assisted to an area in the room where he/she can be supervised at all times. The child is not placed in a contained area.
2. The child will have access to activities and materials while in 'Take a Break'.
3. Each time a child is involved in 'Take a Break', it will be noted in a log.
4. If a 'Take a Break' occurs two or more times in one day, parents will be notified when the child is picked up at the end of the day.
5. The child will return to the group as soon as the negative behavior stops or is significantly reduced.
6. Children under the age of 16 months will not be separated from the group as a means of behavior guidance.
7. If 'Take a Break' is not working effectively, the persistent inappropriate behavior procedure will be instituted.

### GUIDELINES FOR PERSISTENT INAPPROPRIATE BEHAVIORS

Persistent inappropriate behavior is any inappropriate behavior which continues after the progressive guidance steps have been used; any behavior which threatens the health and safety of other children or staff; or a continuous inability to conform to the rules and guidelines of the program. APO-CDC will use the following progressive procedures:

1. Observe and record child's inappropriate behavior.
2. Document what staff has done to try and change the behavior (progressive guidance, consultation with parent, etc.).
3. If inappropriate behavior continues, parents will be requested to participate in a parent-teacher conference. A specific action plan will be developed at this conference to address the behavior. Children old enough to be able to process this activity will be invited to attend, especially when it comes to developing an action plan.
4. The center will work with outside resources, such as the child's psychologist, counselor, or school personnel for further guidance.
5. If the inappropriate behavior still persists after the action plan is implemented, parents will be asked to keep the child home for several days.
6. With the parent's consent, the center may have the child evaluated for possible special needs.
7. If the inappropriate behavior continues, parents will be expected to remove the child from the center.

### GUIDELINES FOR IMMEDIATE DISSENROLLMENT

Certain behavior may cause a significant risk of harm to the health and safety of other children and staff. (For example, a physical assault which results in serious bodily injury, setting or attempting to set fires, bringing weapons to the center, substantial damage to real or personal property, etc.). APO-CDC may disenroll any child whose behavior creates a significant risk of harm to the health and safety of other children and staff, without following the progressive guidance steps outlined above.

### ACKNOWLEDGEMENT OF BEHAVIOR GUIDANCE PLAN

I acknowledge that I have received and read the *A Place of Our Own* CHILD DEVELOPMENT CENTER Behavior Guidance Plan and understand its terms and conditions.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



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**INFANT/TODDLER INDIVIDUALIZED NEEDS INFORMATION**

Child's Name: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_ Child's Birthday: \_\_\_\_\_  
Schedule: (Days) \_\_\_\_\_ (Hours) \_\_\_\_\_

**FEEDING**

What is your child's eating schedule? Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_  
Does your child drink milk? What kind? \_\_\_\_\_ From a cup? \_\_\_\_\_  
Does your child eat table food? What kind? \_\_\_\_\_  
Does your child have any feeding problems, food allergies or other sensitivities? \_\_\_\_\_  
If yes, then what type and please list specific reactions? \_\_\_\_\_  
\_\_\_\_\_

**DIAPER CHANGING**

How often do you change your child's diaper at home? \_\_\_\_\_  
How often does your child have a B.M.? \_\_\_\_\_ Appearance of B.M.? \_\_\_\_\_  
Is your child prone to Diaper Rash? What are the most common causes? (ex: foods, illness, etc.)  
\_\_\_\_\_  
How is it treated? What kinds of ointments/creams/powders are used? And how often?  
\_\_\_\_\_

**SPECIAL NEEDS**

Does your child sleep on: Stomach Side Back Does your child have a special blanket? \_\_\_\_\_  
What is your child's sleep schedule? AM Nap \_\_\_\_\_ PM Nap \_\_\_\_\_ Night \_\_\_\_\_  
Does your child use a pacifier? When? \_\_\_\_\_  
Does your child have any other special needs? What? \_\_\_\_\_  
Do you have any suggestions or special requests regarding the needs of your child? What?  
\_\_\_\_\_